

U.S. Department
of Transportation

United States
Coast Guard



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United States Coast Guard

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COMDTINST 16794.2A
MAR 20 2000

COMMANDANT INSTRUCTION 16794.2A

Subj: AUXILIARY INSTRUCTOR WORKSHOP 2000

Ref: (a) Auxiliary Manual, COMDTINST M16794.IE

1. PURPOSE. This Instruction promulgates the Auxiliary Instructor Workshop for use in fiscal year 2000.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units and assistant commandants for operations shall ensure that units under their command that oversee or direct Auxiliary operations adhere to the provisions of this Instruction. Coast Guard Auxiliarists who participate in the Auxiliary Instructor program shall be made aware of the contents of this Instruction and conform to its provisions.
3. DIRECTIVES AFFECTED. Auxiliary Instructor Workshop 1998, COMDTINST 16794.2 is cancelled.
4. DISCUSSION.
 - a. Enclosure (1) contains procedures for conducting an Auxiliary Instructor Workshop, and contains discussion topics pertinent to the member training and public education programs. This workshop is a compilation of recent changes and is intended to encourage enthusiasm among volunteer participants and provide them with a strong motivation to continue as Instructors for the coming year.
 - b. The Department of Training material evaluation sheet is provided to encourage feedback on the contents of the workshop.
 - c. There is no nationally mandated workshop for Instructors in the current fiscal year ending 30 September 2000 for purposes of individual member certification or qualification as Instructors. However, all Auxiliary units that conduct member training and/or public education should put on a workshop using the enclosed material.

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- d. All Instructor workshops are reported in AUXMIS II as Category 01 on ANSC #7039.

5. POLICY.

- a. The discussion topics in Enclosure (1) shall be used as a basis for developing a good Instructor Workshop.
- b. This national workshop should be presented at the flotilla or division level. The intent is to encourage maximum member attendance and participation.
- c. The flotilla or division member training officer is responsible for scheduling the workshops. Each workshop leader shall be an instructor knowledgeable and active in public education or member training activities. Where practical, the Instructor Training Workshop should be conducted by a graduate of the National Auxiliary Instructor "C: School after 01 January 1994, an Instructor Trainer (ITT), or a Master Instructor (MI).

6. FORMS/REPORTS.

- a. Form number ANSC 7039 may be ordered from the U.S. Coast Guard Auxiliary National Supply Center Warehouse 1, Bay 5, Charles Melvin Price Support Center, Granite City, IL 62040-1801. This form (ANSC 7039) may also be downloaded from the Auxiliary Homepage <http://www.uscgaux.org..>

/s/ ERNEST R. RIUTTA
Assistant Commandant for Operations

Encl: (1) Auxiliary Instructor Workshop FY 2000
(2) Evaluation Sheet, 2000 Workshop
(3) Instructor Materials

2000 INSTRUCTOR WORKSHOP

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ENCLOSURES (2 & 3)

Evaluation Form

Lesson Plan: VDS

Lesson Plan: Blank

Course Flyers: 11

Outline (Black-line masters)

I. INTRODUCTION

The purpose of this workshop is to bring Instructors up-to-date in regard to the qualification processes (including changes), courses, on-going practices, and feedback. It is also important to be thoroughly familiar with the New Member Orientation process.

Please see that all instructors are apprised of this information. Although an Instructor Workshop is not mandatory this year in all Districts, this workshop is provided for those Districts, which do require or desire an IT seminar.

This guide includes some of the information published in last year's IT Workshop Guide, plus new material in the PE area, updates for the Specialty Courses, and additional information on lesson plans. Suggestions for presenting this workshop are listed on Page 7. This guide, as well as many training materials, can be obtained through AUXWEB.

II. INSTRUCTOR QUALIFICATIONS

A. BACKGROUND

On 02 February 1997, the Coast Guard Auxiliary National Board voted to change the process by which Auxiliarists become qualified as instructors. The National EXCOM forwarded their recommendation to the Chief Director, Auxiliary, and the new process was approved 01 April 1997. The Instructor Program is currently under review; the texts are being revised, and the current evaluation process is being examined. Comments are welcomed.

Also, a Quality Action Team (QAT) reviewed all Auxiliary program qualification procedures in 1999. The Chief Director, Auxiliary acted on the QATs recommendations in a policy letter dated 20 December 1999. The provisions of that letter are included in this workshop material.

There are currently two levels of Instructors with the Coast Guard Auxiliary: Instructor (IT) and Master Instructor (MI). The Master Instructor title replaces the old title of Instructor Trainer (ITT).

B. MASTER INSTRUCTOR (MI) includes the following:

All Instructor Trainers (ITT);
All instructors who have qualified under the current Instructor Qualification Course since 1990;
All members who graduated from the National Auxiliary Instructor School after 01 January 1994.
All of the above will be designated Master Instructor (MI). All MIs are eligible to teach both Auxiliary PE and MT courses. Additionally, MIs have the responsibility to act as the prime "mentors" in qualifying new instructors, improving the skills of current instructors, and qualifying new Master Instructors.

C. INSTRUCTOR (IT):

All other currently qualified instructors will be designated Instructor (IT). ITs are eligible to teach both Auxiliary PE and MT courses. ITs may also serve as mentors or supervisors in qualifying new instructors.

THE PROCESS TO BECOME QUALIFIED AS AN AUXILIARY INSTRUCTOR

1. To become qualified as an Auxiliary Instructor, the candidate must first be an Auxiliary member.
2. Completion of a boating course is required prior to qualifying as an IT. However, the DIRAUX may waive this requirement for Auxiliarists who teach non-boating member training or PE classes, such as Auxiliarist skilled in engine repair teaching a mechanical repair class.
3. An Instructor candidate should have a genuine desire to impart his/her knowledge about boating to other people. The candidate should also be reasonably at ease about leading a group of people.
4. To qualify as an Instructor, the candidate will complete **Part A** of the current *Instructor Qualification Course*. A previously qualified and experienced Instructor or Master Instructor will supervise the candidate.
5. After completing Part A, the candidate will pass the open-book exam for Part A.
6. The candidate will also teach a minimum of two hours under the supervision of a certified Instructor.
7. The supervising instructor should discuss the basics of lesson planning with the candidate. This discussion should also include a detailed explanation of the material available in the *Instructor's Guide* for the current BS&S edition in use, plus ways to use this material.

8. After the candidate has completed all of the above steps in the process, the Flotilla Commander will sign and date the Instructor Qualification Record (CGAUX-11/ANSC 7014).
9. The test and signed statement of qualifications met will then be forwarded, according to district policy, to the designated authority for issuance of an Instructor Certificate.
10. An Auxiliarist qualified as an Instructor (IT) will be recognized by, and entitled to wear, an Instructor Program ribbon and miniature medal.
11. To retain qualification as an IT, the instructor must teach 2 hours or serve as an Assistant Instructor for 4 hours each year.

D. MASTER INSTRUCTOR

THE PROCESS TO BECOME QUALIFIED AS AN AUXILIARY MASTER INSTRUCTOR

1. To become a Master Instructor (MI), a candidate must first meet all requirements for becoming an IT:
 - a. Must first be an Auxiliary member.
 - b. Have completed a safe boating course (BS&S or USPS) or another acceptable alternative such as the Seamanship (AUXSEA) course prior to teaching the course.
 - c. Have a genuine desire to impart his/her knowledge about boating to other people. The candidate should also be reasonably at ease about leading a group of people.
 - d. Complete Part A of the current Instructor Qualification Course.
 - e. Pass the open-book exam for Part A.
2. In addition, the MI candidate is required to complete Part B of the current *Instructor Qualification Course* under the supervision of a previously qualified Master Instructor.
 - a. Part B discusses the importance of lesson planning, provides examples of lesson plans, and provides practice in drafting a workable, personalized lesson plan.
 - b. Part B also requires practical application and demonstration of both lesson planning and presentation, using the prepared lesson plan.
3. Part B requires the preparation of a 5-minute, a 10-minute, and a 30-minute lesson plan, based upon one of the suggested topics for each, listed in Part B.

4. First, the candidate will prepare a 5-minute lesson plan for one of the suggested topics given in Part B. The MI will review the lesson plan with the candidate, using the critique sheet provided in the *Instructor Qualification Course Student Study Guide, Part B*, and giving appropriate suggestions and comments. The MI will then approve the lesson plan and arrange for the candidate to present the topic.
5. At a mutually agreeable time and place, the candidate will present the topic according to the lesson plan. This presentation may be made either to the MI or to a small group of members, as mutually agreed to by the candidate and the MI. During the presentation, the MI will evaluate the candidate, using the critique sheet provided in the *Instructor Qualification Course, Part B, Student Study Guide*.
6. After the presentation, the MI will discuss the presentation with the candidate, making appropriate comments/suggestions for improvement, etc. The MI must remember that he/she is a mentor, which means providing help, not just being a judge of performance.
7. After successfully completing the 5-minute plan and presentation, the candidate will next prepare a lesson plan for a 10-minute presentation, again choosing one of the suggested topics in Part B. The MI will review the lesson plan, give final approval and arrange for the 10-minute presentation.
8. The candidate will then present the 10-minute topic, either to the MI or to a larger group, as mutually agreed upon. During the presentation, the MI will evaluate the candidate, using the critique sheet provided in the *Instructor Qualification Course, Student Study Guide, Part B, Chapter 5*.
9. After the presentation, the MI will discuss the presentation with the candidate, making appropriate comments/suggestions for improvement.
10. The final step is the preparation of a 30-minute plan, using one of the suggested topics in Part B. Again the MI will review the plan with the candidate and give final approval.
11. It is recommended that the 30-minute presentation be given as flotilla member training at a flotilla meeting. The candidate needs to be exposed to larger groups of people in preparation for facing a public education class.
12. As before, the MI will evaluate the candidate's performance, using the provided critique sheet. If other MIs will be present during the presentation, the supervising MI may ask them to also fill out a critique sheet for the candidate.
13. After the presentation, the MI should review the candidate's performance, based upon his/her evaluation and that of any other MIs.
14. Once the MI candidate has successfully completed all the requirements, the supervising MI will complete the Instructor Qualification Record (found in the *Instructor Qualification Course, Part B*).

15. The completed certification of training and the signed examination sheet will then be forwarded, according to district policy, to the designated authority for issuance of a Master Instructor Certificate.
16. An Auxiliarist qualified as a Master Instructor (MI) will be recognized by, and entitled to wear, a 3/16-inch bronze star on the Instructor Program ribbon and miniature medal.
17. To remain qualified as an MI, the person must teach 2 hours or serve as an Assistant Instructor for 4 hours each year.

E. WAIVERS

In some cases, the Director of Auxiliary (or the person to whom he may assign this duty, such as a DSO-MT) may waive the requirements for IT or MI. The decision to waive requirements will be based upon the presentation of sufficient documentation, but at a minimum, will include the following criteria:

1. To apply for a waiver of qualifications as an IT, the candidate must submit documentation of two or more years of recent work experience as an instructor. This may be as a certified school teacher or as a full-time instructor in the military, business, or professional communities.
2. Members of the United States Power Squadron who have completed the USPS Instructor Qualification (IQ) Course will be certified as Auxiliary Instructors (IT) upon application, as will graduates of the U. S. Coast Guard's Basic Instructor School (BIC).
3. To apply for a waiver of qualifications as an MI, the candidate must submit documentation of substantial additional experience, certification, education, or a combination of these factors. In addition to the Flotilla Commander's endorsement, the application must include a letter of recommendation from a currently qualified Master Instructor (MI).
4. When a National Instructor School is conducted, graduates will qualify as Master Instructors.
5. A Certificate of Training (ANSC #6047) will **not** be issued since the member did not receive training. An AUXMIS entry will document the IT or MI status in lieu of a Certificate of Training.

F. INSTRUCTOR MAINTENANCE

As qualified instructors, there are some procedures that should be practiced regularly:

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1. **Read** the articles, bulletins, and newsletters from the Training Department and the Public Education (PE) Department. Check for updates, changes, corrections, proposed revisions and general information.
2. **Prepare** lesson plans.

HOW?

Consult the *Instructor Qualification Course, Part A*, "Principles of Learning" in the Introduction, and Ch 5 to review;

We remember...

20% of what we hear
30% of what we see
50% of what we see and hear
70% of what we say
90% of what we say as we do

John Dewey: "People learn best by doing...."

Utilize the lesson plan blanks for uniformity. (See Chapter 5, Part A)

Think of new ways to approach the topic.

Remember, not everyone processes information the same way.

Some are concrete-sequential and learn from part to whole; Others may be random-abstract and learn from whole to part (and need to see the "big picture" first).

Try to address all four of the basic learning styles:

Auditory	-	Excellent listener
Visual	-	Learns by seeing and watching demos
Tactile	-	Learns best by involving the sense of touch; likes to piece things together
Kinesthetic	-	Learns by doing; direct involvement; tries things out; touches; manipulates

Don't overlook the "educationally challenged" students in your classes--e.g. dyslexics, hearing impaired, sight impaired, physically impaired, etc.

Utilize oral exams, signers (contact the local school districts or DIRAUX for assistance), and handicap accessible facilities.

Appeal to as many of the senses as possible
Create new/additional training aids... Review "Training
Aids" p. 1-5 in *BS&S Instructor Guide*.

WHY?

Lesson plans help you to organize your thoughts-- they give you a plan of action.

They ensure that you cover the necessary material--*in a timely fashion*.

Leave a copy on file with the FSO-PE; if an instructor is unable to attend the class, the "substitute" then has an "emergency" plan with which to proceed with the class.

WHAT ELSE?

- . Review your lesson plans frequently;
- . Review student critiques; note type and frequency of repeated suggestions or concerns;
- . **Revise:** Note changes and updates regarding the topic; If **appropriate**, implement student suggestions.

SUGGESTIONS FOR THE WORKSHOP LEADER

Good lesson planning is one of the keys to a successful instructional session. The instructor who does not plan or review the material to be presented can be "caught short" when a student asks a question about some point the instructor neglected to cover or has forgotten the information about. There is nothing wrong with an instructor admitting the student has posed a question that is beyond the scope of the text or of the instructor's knowledge. However, the good instructor will make note of the question and explain that the question will be researched and answered at the next class session.

The **Workshop Leader** should review the pertinent steps to developing a workable lesson plan. The *Instructor Qualification Course Instructor Guide* (COMDTPUB P16794.46) Chapter 5, has a lesson outline as well as blackline masters for creating overhead transparencies to teach or review this material.

In addition, the **Workshop Leader** should go over the BS&S 11th edition *Instructor Guide*. Some instructors are still unaware that the Lesson Objectives, Audio Visual Aids and Equipment Requirements, and Required Materials for each lesson, as well as the Presentation Outline containing Major Topics and Subtopics, are all contained in the *Instructor's Guide*.

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All the individual BS&S instructor needs to do to prepare the lesson plan for a specific chapter is to transfer the Major Topics and Subtopics to a blank lesson plan form, add individual presentation notes, and establish times for the various sections of the presentation.

Finally, it should be stressed that the good instructor always evaluates the lesson plan after the lesson has been taught. Notes should be made regarding what worked, what didn't, what areas seemed to generate more questions (or more perplexed looks), what topics could use more/less time, etc. Do it as soon as the lesson has been taught; DO NOT wait until just before the next time the lesson is to be taught.

To aid the **Workshop Leader**, a sample lesson plan form (Attachment A) has been included with this workshop guide, utilizing the 10-minute lesson plan from the *Instructor qualification Course, Part B* (COMDTPUB P16794.45). Please refer to Chapter 4, pages 4-1 through 4-6 for more information. To best utilize the sample lesson plan for the workshop, the following steps are suggested:

- (1) Provide a copy of the sample lesson plan form for each workshop participant to use during the workshop.
- (2) The Workshop Leader should have the same form either on an overhead transparency or on a flip chart for full class viewing.
- (3) As a group, establish what the lesson objective(s) are. (Refer to *BS&S Instructor Guide*, Chapter 2, page 2-1)
- (4) Go through each Major Topic and Subtopic asking participants to suggest appropriate Presentation Notes. The Leader should note these on the overhead or flip chart for the whole class to see. (Reminder: people remember more of what they see and hear.)
- (5) The Leader should be sure to solicit suggestions for AV materials, training aids, handouts, etc. Also, remind participants that Presentation Notes should highlight material that is covered in both the Student Study Questions and the Final Examination Questions.
- (6) The final step should be to decide on the time to be devoted to each point to be covered. For this 10-minute presentation as a part of the Part B requirements, the plan is to cover a full ten minutes--with an introduction, a body, and a conclusion. However, remind participants that the entire time of a public education class or a member training class should not be devoted just to material presentation; time must be allowed for students who may have questions, comments, experiences to share briefly, etc.

G. FEEDBACK for instructors and course authors:

If you, as a qualified instructor, have prepared your lesson well, you will have the confidence to welcome feedback from your students. In fact, you look forward to the critiques, because these can give you insight into how well you did and possibly some ideas for ways to improve your presentation.

1. CRITIQUES

In order to get meaningful value out of student critiques, there has to be some specific information. Most of the critiques that accompany the various courses are primarily for the courses themselves and are usually given at the end of the course. Often, a comment is heard from students, "Gosh, I don't remember...who taught what." A simple check-off chart, where the student is asked to rate the course "Excellent," "Good," "Fair," or "Poor," does not tell the instructor WHAT was good or poor. Of course, these charts are usually accompanied by a section for comments--but students seldom utilize the latter. It is recommended that students be asked to complete a brief critique at the end of each class--while their educational experience is still fresh in mind. However, to obtain meaningful information, the instructor has to "guide" the student--if you want specific information, ask specific questions. Let your students know that you are open to comments, suggestions, or concerns, and ask them to be as specific as possible in their evaluations. Critiques do not need to be lengthy; they can be brief and to the point--three or four questions. Ask students how they *feel* about specific aspects of the class, and what it was that caused them to feel that way. Even the standard "What did you like best about the class? And **why**?"--emphasizing the "why"--will work. (If this question is used, don't over-look its counterpart--"What did you like least...and why?")

2. ACCORDING TO THE AUTHORS...

Based upon the critiques that have been sent in, National staff members report that most of the comments are positive, and the criticism is constructive. To summarize the general findings...

Students are good proof readers (they point out the errors); There is great diversity in the quality of the educational experience; The quality of the instructor made a great difference:

Preparedness

Use of AV or training aids

Mastery of subject

Ability to relate to students

ENTHUSIASM

Where training aids were utilized, there were no negative comments. (Good training aids = good class)

**III. NEW AND REVIEW
UPDATE ON COURSES**

The courses are one of the Auxiliary's greatest assets. The Training Department has developed some **flyers** to promote the various courses; these are available on the Auxiliary web, and a set is included with this Workshop Guide. Duplicate and distribute them inside and outside the Auxiliary. The following is a general status report of Auxiliary courses.

A. SPECIALTY COURSES:

1. LEADERSHIP AND MANAGEMENT COURSES

- a. FLOTILLA PROCEDURES MANUAL (FPM):** This manual has been approved and printed, and is available for download on the G-OCX-1 Website. ANSC has shipped a limited number to each Flotilla Commander.
- b. FLOTILLA COMMANDER CHANGE OF ADMINISTRATION GUIDE:** This is a list of documents, which should be transferred from the outgoing Flotilla Commander to the incoming Flotilla Commander at the end of term. This list is part of a short monograph guide, which succinctly provides a procedure for making a smooth transition from the old administration to the new.
- c. AUXILIARY ADMINISTRATIVE PROCEDURES COURSE (APC):** This is a new program that has been developed by Leadership & Management. It has been through the field comment period and is now in the rewrite, correction, and finalization stage. Should be in the field shortly.
- d. AUXILIARY ADMINISTRATION SPECIALTY COURSE (AUXMIN):** This program has been through the field comment stage and is now in the process of the incorporation of changes, comments, and modifications. It will then be forwarded to the National Board and Department Chiefs for further review and comment.
- e. AUXILIARY BASIC LEADERSHIP AND MANAGEMENT (AUXBLAM):** Due to copyright problems with one of the developers of this training, the new course is not usable as it was originally configured. It is in the process of being modified to eliminate the problem material and to incorporate material that is available in the public domain. The course will be a new approach for the Auxiliary, using more experimental exercises in pairs, small groups, and whole class discussion.

- f. AUXILIARY SENIOR OFFICERS COURSE (ASOC):** Training senior-level Auxiliary leadership was developed in 1998, based upon an FEA on Pre-Service Preparation of the Vice Commodore for the Commodore position, and presented as the Vice Commodores' Workshop at NACON '98. The ASOC parallels the Vice Commodores' Workshop (VCOW) in approach, but begins with pre-classroom activities, and expands the classroom activities to 21 hours (3 full days); recommended to be held at a remote location, away from concurrent Auxiliary-related activities.

2. AUXILIARY SPECIALTY COURSES (AUXOP)

a. BACKGROUND

Previously, **AUXOP** was a membership category; this is no longer the case. It is now a member status of educational achievement when one completes the seven specialty courses.

b. COURSES: DESCRIPTIONS AND STATUS

The **Operational Auxiliarist (AUXOP)** program is an advanced training program available only to members of the Coast Guard Auxiliary. To qualify as an AUXOP, a member must satisfactorily complete seven specialty courses. These courses cover the subjects of Administration, Communication, Navigation, Patrols, Search and Rescue, Seamanship and Weather. Considerable homework is indicated for each course, particularly the Search and Rescue and the Navigation courses. Each course includes a final examination except for the AUXNAV course which requires two examinations, one for the technical matter and the other a cruise exercise examination. The examinations are closed-book, requiring a passing grade of at least 75% .

Upon satisfactory completion of all seven courses and designation as an AUXOP, the member is authorized to wear the special AUXOP device on the uniform. AUXOP members are authorized to serve as proctors for administering specialty course examinations and may conduct examinations of communication facilities. While the AUXOP is not directly integrated into the Boat Crew or other performance programs at this time, qualification as an AUXOP provides advanced instruction of value in all performance areas. Current Training Department policy is to adjust a number of specialty courses during their next revisions to improve their direct application to Boat Crew qualification.

Communication Specialty Course (AUXCOM) - This course covers basic marine radiotelephone systems, nomenclature, and theory in the first chapter followed by radiotelephone station regulations; calling and answering procedures; distress, urgency, and safety messages; telecommunications; messages; the radiotelephone log; Coast Guard communications, and radio direction finding in subsequent chapters. The course is designed to be completed in approximately 10 hours exclusive of the final examination.

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The current revisions of the course documents are COMDTPUB P16794.32B (ANSC 5504) as the Student Study Guide (SSG) and COMDTPUB P16794.33B (ANSC 5505) as the Instructor Guide (IG), both issued on 20 March 1997. Black and white overhead transparency masters for the course are included in the Instructor Guide. One final examination, Edition 5, Test Number 53 is currently in use and a second examination has been prepared and will be issued in the near future. The next revisions of the course documents are currently being designed with expected availability in about two years. Satisfactory completion of the course is one of the requirements for the authorization of a Communication Facility and provides excellent information for members in the Auxiliary Boat Crew program desiring to perform the communication function aboard Auxiliary patrol vessels or to qualify as watchstanders at Coast Guard radio facilities.

Navigation Specialty Course (AUXNAV) --The AUXNAV Specialty Course consists of two parts, AUXNAV A and AUXNAV B. **AUXNAV A** provides the technical instructions and is presented in twelve chapters with the Student Study Guide (SSG). **AUXNAV B** is a cruise navigation exercise, for which instructions and directions are provided in Annex I of the SSG. In AUXNAV A, Chapters 1 through 3 include background information starting with an introduction and basic information, followed by information on compass and other navigational tools, and then dead reckoning. Chapters 4, 5 and 6 follow this background information to address piloting and current sailing. Chapters 7 and 8 address tides and currents while Chapter 9 covers electronic (radio) navigation, followed by radar piloting and relative motion in Chapter 10. Considerations and Conclusions are in Chapter 11, and Aides to Navigation in Chapter 12.

At an expected two hours per chapter, AUXNAV A will extend for approximately 24 hours. AUXNAV B consists of five sequential legs, each of which will require about two hours, to bring the total instructional time, exclusive of the final examinations, to about 34 hours. The Student Study Guide (SSG) is COMDTPUB P16798.16A (ANSC 5526) and the Instructor Guide (IG) is COMDTPUB P16798.17A (ANSC 2225). Both were released on 21 March 1998. Nearly 300 color overhead transparency masters are included in the IG and three sets of these transparencies were provided to each DSO-MT for use throughout the district. A CD-ROM containing the SSG and IG is also available as ANSC 5526A while Navigation Chart T1210A that is used in the course is available as ANSC 5529.

Separate final examinations are available for AUXNAV A and for AUXNAV B. Both are designated Edition 1, Test 01. A second examination for each part is being prepared. While completion of the Navigation Specialty Course is not specifically required for any Auxiliary requirement, it is extremely useful in patrol vessel operation and is essential information for all boaters who cruise.

Patrols Specialty Course (AUXPAT) --The AUXPAT Specialty Course is presented in five chapters and is designed to be taught in about ten hours exclusive of the final examination. The subjects covered in these five chapters include patrol requirements, crew duties and responsibilities, patrol organization; safety and survival equipment, and health hazards to the crew.

The current revisions of the course documents consist of a Student Study Guide (SSG), COMDTPUB P16794.28A (ANSC 5506), and an Instructor Guide (IG), COMDTPUB P16794.27A (ANSC 5507), both released on 2 April 1997. Black and white overhead transparency masters are included in the IG. Two final examinations are currently in use: Test 52, Edition 7, and Test 53, Edition 7. Test 51, Edition 7, was previously in use but has been discontinued. The next revisions of the course documents are currently being prepared and should be available within about three years.

While there are no specific requirements that call for satisfactory completion of the AUXPAT course for any functional assignment within the Auxiliary, the course provides excellent background training for boat crew activities as well as public education teaching assignments, Marine Dealer visits, and the performance of Courtesy Marine Examinations. The course also provides the best available formal training for Auxiliarists who may be designated as Patrol Commanders. The next revision of the course will be prepared to improve direct compatibility with Boat Crew Qualification requirements, yet it will still include training on subjects and details beyond those called for in the Boat Crew Qualification Program.

Search and Rescue Specialty Course (AUXSAR) --The AUXSAR Specialty Course is designed to present the Auxiliarist with a thorough understanding of the policy, organization, and procedures involved in the search and rescue process as generally practiced by the Coast Guard. The six chapters comprising the course can be completed in fourteen to eighteen hours, exclusive of the final examination, depending upon the students' current knowledge and proficiency in mathematics and vectors. The subject matters covered in the six chapters include the SAR system, organization and resources, awareness and initial action, search area planning, search operations planning and towing. The current revisions of the course documents are the Student Study Guide (SSG), COMDTPUB P16794.35B (ANSC 5508), and Instructor Guide (IG), COMDTPUB P16794.36B (ANSC 5509), both of which were released on 16 September 1996. Black and white masters of the course overhead transparencies are included in the IG and two projection sets were provided to each DSO-MT for use throughout their respective districts. One examination, Test 51, Edition 9, is currently in use, and a second examination has been completed and is in a final review, approval, and release cycle.

Design and preparation of the next revision of the course materials will be initiated in the immediate future with an expected lead time of about three years. This next revision will bring the course contents and organization into better alignment with SAR performance units of the Boat Crew Qualification program while continuing to present substantial advanced material. There are no specific requirements for Auxiliarists to have completed the AUXSAR course in order to participate in Auxiliary operations. However, Auxiliarists who do complete the course will have substantially more knowledge that is applicable to search and rescue operations, including how to avoid damage to their own facility and the vessel being towed. They will also have an excellent foundation for qualification as watchstanders in Coast Guard operation centers.

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Seamanship Specialty Course (AUXSEA) --The Seamanship Specialty Course consists of ten chapters and makes extensive use of portions of Chapman's *PILOTING, SEAMANSHIP and SMALL BOAT HANDLING*, 56th Edition or equivalent (the current edition is not directly compatible). Subject matter for the ten chapters include terminology, boat construction materials, steering gear types, boat maintenance, internal combustion engines, marlinespike seamanship, boat handling, heavy weather, assistance to boats in distress, damage control, navigation rules, anchoring, plus duties and manners. The duration of the course is about ten hours exclusive of the final examination. In addition to Chapman, the current revision of the course utilizes Student Study Guide (SSG), COMDTPUB P16794.42 (ANSC 5510), and Instructor Guide (IG), COMDTPUB P16794.41 (ANSC 5511), both of which were released on 15 April 1992. Black and white overhead transparency masters are included in the IG. The final examination currently in use is Test 51, Edition 4.

The next revisions of the course documents, which will eliminate the need for Chapman, are being prepared but are not expected to be ready for release until about two years hence. There are no current requirements that Auxiliarists complete the Seamanship Specialty Course to qualify for specific Auxiliary activities. However, the material covered in the course has very direct applicability to most other Auxiliary activities, including Public Education instruction, Courtesy Marine Examinations, Marine Dealer Visits, and particularly the operations program. As the material covered in the Seamanship Specialty Course has extensive utility in the Boat Crew Qualification program, the next revisions of the course documents will be realigned to permit more direct compatibility with related subjects and qualification tasks of the Boat Crew program.

Weather Specialty Course (AUXWEA) --The Weather Specialty Course provides the Auxiliarist with a basic understanding of weather physics and various weather systems, presents information that permits evaluation of current conditions and trends, and makes possible limited short range forecasting. The course consists of 12 chapters to be presented in five sessions, exclusive of the final examination, thereby requiring about ten hours to complete the training. The subjects addressed in the chapters include the earth's atmosphere, temperature, atmospheric pressure, wind and pressure systems, moisture in the atmosphere, clouds, stable and unstable air, air masses and fronts, thunderstorms, fog and precipitation, tropical weather, and using the tools of the trade. The current revisions of the course documents are the Student Text, COMDTPUB P16794.30A (ANSC 5523), and the Instructor Guide (IG), COMDTPUB P16794.29A (ANSC 5524), both of which were released on 23 February 1995. Black and white overhead transparency masters are included in the IG. Two sets of colored overhead projection transparencies of clouds and other weather features were provided to each DSO-MT for use throughout their respective districts. Two final examinations are available; Test 51, Edition 6, and Test 52, Edition 6.

Except for the Weather Specialist classification and AUXOP designation, satisfactory completion of the Weather Specialty Course is not required for any Auxiliary activity. However, the course provides beneficial information for Instructors, Vessel Examiners, Marine Dealer Visitors and, most of all, vessel crew members.

As a supplement to the basic Weather Specialty Course, the Chief, Training Department, is directing the generation of additional training material. That material will permit interested Auxiliarists to locate pertinent web sites for detailed weather data and to use that data to extend forecasting beyond the limited amount provided in the basic course. The Weather Specialty Course is currently in a maintenance status and the next revisions of the course documents are not expected to be released within the next four or five years.

Critique sheets are currently attached to the exams for the above specialty courses. It is suggested that Instructors duplicate the critique sheets to distribute to the students, leaving the exams intact. Students should be encouraged to critique their educational experience with the course--this gives the Department of Training some insight into possible improvements for the course and instruction. (Comments on plain paper are also acceptable.) Students may provide their names, addresses, and member numbers on the critiques so responses can be sent to them.

B. PUBLIC EDUCATION

1. BACKGROUND: THE NEED FOR PUBLIC EDUCATION (PE)

The most important topic to cover is the continuing need for PE.

While public education activity has shown a slight increase in 1999, it is important for the entire Auxiliary that this positive movement continue. The income from public education represents over one half of the entire income to the Auxiliary. This income supports many things that we do. As our success in public education goes, so goes the success of the entire Auxiliary.

Public Education is truly **PREVENTIVE SAR!** Most accidents and fatalities are preventable. The material presented in even our most elementary courses (e.g., use of PFDs, importance of a proper lookout, don't drink and boat, properly balance the boat, etc.) contains the key safety messages necessary to reduce fatalities substantially. As more and more states pass bills to mandate boating safety education, the overall demand for education is growing.

Since PE classes are the major source of new members, any reduction in our level of PE activity will ultimately result in fewer new members. Deaths, retirements, and resignations result in membership losses, which need to be replaced by new members if we are to maintain or increase our membership base.

To be sure, it requires dedication and effort to maintain an effective PE program; and, competition from states and commercial firms means that we have to continually improve our course offerings in order to be successful. However, we have attractive products. All of our courses have recently been revised, updated, and enhanced.

2. PE COURSES: DESCRIPTION, MATERIALS, & STATUS

BOATING SAFELY COURSE (BSC)

A National Association of State Boating Law Administrators (NASBLA)-approved short overview of safe boating topics, this 8-hour course can be used as a gateway to the longer, more in-depth courses. Instructors must realize that this is meant to be a SHORT course and, thus, be careful to not overwhelm the students with too much information - leave that for the other courses. The length makes it relatively easy to arrange for classroom space and to fit into the busy schedules of many of our prospective students. Course graduates with a positive education experience are likely to take other courses - particularly if these are scheduled to begin soon after the BSC is completed. *This course will shortly be supported by a PowerPoint presentation.*

PWC Video

A 30-minute instructional videotape on personal watercraft (PWCs), produced by the United Safe Boating Institute (USBI) with active participation by the Auxiliary, has been issued to each flotilla. This videotape can be used in all of our boating safety courses. It makes a great addition to the BSC or BS&S course. Instructors are advised to use this in segments, interspersed with other presentations, rather than to set up the videotape, run the tape, and go for coffee.

BOATING SKILLS AND SEAMANSHIP (BS&S) 11th Edition, 2nd Printing

It is important that instructors review the text, student guide, and instructor guide prior to teaching this re-written course. There are many changes, and Instructors will be greatly embarrassed to learn of the changes during a course presentation. The introductory material in the Instructor's Guide is very helpful and should be reviewed. The lessons lend themselves well to team teaching.

Speed-gram #2-1999 outlines the changes in the 2nd edition.

SAILING FUNDAMENTALS

This is a new NASBLA-approved 7-lesson fundamental sailing course, incorporating a different focus than previous Auxiliary sailing courses. This new course, with its texts and supporting material, is part of a joint project with the American Sailing Association.

Speed-gram #5-98 outlines the thrust of this joint effort as well as information about the course.

BASIC COASTAL NAVIGATION (BCN) / ADVANCED COASTAL NAVIGATION (ACN)

The ACN/BCN courses have been revised. Improvements include a completely revised section on electronic navigation. Instructors are encouraged to become familiar with the changes prior to teaching the course. This course is supported by a short PowerPoint presentation which will be expanded during 2000. *Speed-gram #4-99* outlines the course changes.

NAVIGATING WITH GPS

This new, one lesson, two-hour course is designed to teach students the basics of GPS navigating. Many flotillas are adding an hour for working problems with actual GPS receivers. It is supported by a PowerPoint presentation. This course is a good introductory course and can be used as a lead-in to further courses. *Speed-gram #3-99* outlines the course.

BOATING FUN (and other YOUTH COURSES)

A new course, this is in the final printing process and will be available soon. Shortly thereafter, a companion book (working title - ***Boating Fundamentals, Jr.***) will complete the new youth series, which replaces *Boats 'n Kids* and *Water 'n Kids*. The coloring books for *Water 'n Kids* are still available on the PE Web for downloading. *Boats, Water, & Kids* is still available in a limited supply at ANSC. Descriptions and availability will be announced by ***Speed-gram***.

3. OVERHEAD MASTERS ON THE WEB

During 1999, the Department of Education posted overhead masters for the BS&S, SF, ACN/BCN, and GPS courses on the web. Flotillas with electronic access will be able to download Microsoft *PowerPoint* overheads for these courses. The overheads will be in color. However, black-and-white reproductions will be able to be made. In time, these overheads are intended to replace 35mm slides. No new slides will be produced, although these may continue to be used in classes. The advantages of overhead masters in electronic form are many: ease of access, lower cost, and the opportunity to have the "latest" version are key features. The availability of overhead masters on the web will be announced via a *Speed Gram*.

4. SPEED-GRAMS ON THE WEB

Thanks to the fine effort of our information systems department, *Speed Grams* are posted on the Auxiliary website-often within hours of their creation. Use this facility. Assign someone in your flotilla as your "web watcher," and have them distribute relevant material to all instructors. We continue to get course critiques that relate to problems that have been corrected by *Speed Grams*--in some cases years after these have been released. Why not download all *Speed Grams* and distribute these today? For the foreseeable future, *Speed Grams* will be distributed through the usual channel. However, it is clear that many instructors do not "get the word."

5. PRICING OF AUXILIARY COURSES

Public Education revenues often account for the majority of the income of Auxiliary flotillas. It is important, therefore, that flotillas use sound business management in planning their educational programs. Prices charged the public for Auxiliary courses vary widely; flotillas are free to establish individual prices for their courses. Auxiliary management has not established maximum or minimum prices. This said, some general guidance on pricing is appropriate. Relevant factors to be considered in setting course fees should include:

- Demographics of target markets (e.g., incomes, cost of living);
- Presence of competition and course fees charged by competitors;
- Course value and value of promotional materials (e.g., discount coupons);

Enclosure (1) to COMDTINST 16794.2A

Costs of books and associated material (which vary by district);
Costs of training aids and audiovisual equipment;
Costs for rental of classroom space; and
Costs for advertising or other promotion

An economically successful flotilla is one that charges "appropriate" (not necessarily minimum) prices to students. The key to successful pricing decisions is to provide real value to the students. Here are three ways that value can be created:

First, audiovisual equipment can considerably enhance a class presentation. Beyond the usual overhead/slide projectors and videocassette recorders, powerful new technology-such as software and hardware for computer graphics-is now available and routinely used for training in industry, at commercial schools, and colleges and universities. Projection systems used by computers are expensive (\$3,000 to \$5,000 or more at present), but can be very effective. As a practical matter, flotillas that wish to exploit these new technologies will have to pay for projection systems with their internal funds. Use of these systems makes for more effective class presentations-and increases the perceived value of the course to students. Simply put, a course that uses more modern audiovisual equipment (and other training aids) may cost more (because flotillas need to pay for this equipment), but also is worth more to the student.

Second, perhaps the best way to create value for the student is to ensure that all instructors are capable, professional, and enthusiastic. Flotillas that emphasize instructor development provide courses with greater value to the student.

Third, flotillas can create value by providing better training facilities and by scheduling courses for increased student convenience. Many classrooms used for teaching our courses are far from ideal for teaching. Cramped, noisy, unattractive facilities reflect poorly on the overall course. Flotillas should spend time and effort in searching for attractive locations. Although many excellent course locations are provided at no charge, flotillas may be well advised to pay for improved facilities.

6. CONTINUING EDUCATION UNITS (CEUs)

The Auxiliary will now provide CEUs to students who request these and who pay a supplemental fee to cover the transaction and paperwork costs. A *Speed Gram* was issued in February 1998 explaining the procedure. CEUs are potentially valuable to students and can be used in lieu of certain college credits and/or in fulfillment of certain professional requirements. The availability of CEUs is a potential selling point for Auxiliary courses.

IV. THE NEW MEMBER PROCESS

A. INTRODUCTION

All Auxiliarists need to be familiar with the New Member Orientation Process.

***Don't forget the NACO Award for Membership Growth.
Membership Growth is "JOB 1"***

NOTE: The goal of the New Member Orientation Program is to familiarize the candidate with the *Auxiliary Manual* (AUXMAN) as the major reference, to aid the individual to be able to function as a flotilla member as independently and as soon as possible. Some material that has not been included in the *Auxiliary Manual* has been placed in the *Student Study Guide*; thus, the latter becomes an additional reference. **The purpose of the exam is to provide the new member with an opportunity to demonstrate that he/she can, indeed, utilize the manual to answer basic questions.** The ***Auxiliary New Member Course*** was originally to be based upon the forthcoming revision of the *AUXMAN*; however, since the latter was not available at the time this course was written, and changes were continuing to be made, this version was based upon the existing manual. Any changes are noted in the *Instructor's Guide*.

ERRATA:

1. When printed, Question 4-1 on Page 3 of the *Instructor's Guide* was left off.
2. Question 5-3 on Page 8: remove the phrase "using government stamps to mail..."
3. Other minor errors were listed on the web and in *The Quest*.

The following is a step-by-step guide to assist in the task of processing new members.

B. MATERIALS NEEDED

1. FORMS

- CGAUX-2 Prospective Member Interview Record
- CGAUX-32 Enrollment Application
- CG-2736 Vessel Facility Inspection & Offer For Use Form
- CG-4886 Examination Answer Sheet

2. BOOKS

- Auxiliary New Member Course; Instructor Guide***
COMDTPUB P16794.39A
- Auxiliary New Member Course; Student Study Guide***
COMDTPUB P16794.40A
- Auxiliary Manual*** COMDTINST M16790. (Series)

3. PROSPECTIVE MEMBERS

C. PROCESS

1. A United States citizen, at least 17 years of age, asks for information about the Auxiliary, or expresses an interest in joining. (NOTE: when a person expresses an interest, JUMP!)
2. An Auxiliarist supplies the interested person with information about the Auxiliary and answers specific questions. If the person wishes to join, the process continues.

Enclosure (1) to COMDTINST 16794.2A

3. The FC, VFC, FSO-MR, or FSO-MT interviews the candidate, using the *Prospective Member Interview Record* **(CGAUX-2)**
4. Provide the candidate with a copy of the *Auxiliary Manual* and the *New Member Course Study Guide*.
 - a. The FSO-MR or FSO-MT meets with the candidate.
 - b. The following agenda is easily completed in two sessions--more if needed--but shall include and not be limited to the following:
 - (1) Review the organization of the *Auxiliary Manual*.
 - (2) Review the organization of the *New Member Course Study Guide* (NMSG), and show how the chapters in the NMSG relate to the chapters in the *Auxiliary Manual*.
 - (3) Help the candidate locate and highlight items in the *Auxiliary Manual* and the NMSG. Using these items as a guide, a basic discussion of the items should take place. It is advisable to have aids on hand to reinforce the discussion; these could include Auxiliary publications, AUXMIS forms, Official Mail envelopes, uniform items--such as shoulder boards and collar devices, etc. A basic discussion may take place at this time...
OR...
 - (4) Candidates may read the *Auxiliary Manual* and complete the study questions at home, and then RETURN FOR...
 - (5) Discussion and/or review...AND THEN...
 - (6) Complete the open-book exam, which can be graded upon completion.
 - (7) Upon successful completion of the exam, the Enrollment Application should be completed.
 - (8) Discuss dues and collect according to Flotilla/Division policy.
 - (9) Submit all required completed forms to the appropriate Division Captain, or as directed. [Use the Application Checklist in the *Instructor's Guide* as a guide.]

NOTE: Include a little FELLOWSHIP; keep the atmosphere informal, friendly, and relaxed.

(We can't start using the "glue" too soon!)

U.S. COAST GUARD AUXILIARY
DEPARTMENT OF TRAINING
MATERIAL EVALUATION SHEET
2000 INSTRUCTOR WORKSHOP

I. INSTRUCTIONS:

In order to improve and maintain quality and applicability of training materials, it is necessary to obtain information from the user/member. Please rate the following areas on a scale of 1 to 5. After completing this sheet, please fold, staple, or tape, with the self-address showing, place a first-class stamp in the upper right hand corner, and mail.

II. TEXT:

		NOT CLEAR			VERY CLEAR	
A. Organization	1. Material presented in a clear and understandable manner.	1	2	3	4	5
	2. Material well organized	POOR			EXCELLENT	
		1	2	3	4	5
B. Content	1. Material addresses issues	1	2	3	4	5
	2. Material meets needs of members	1	2	3	4	5
C. Quality	1. Overall quality	1	2	3	4	5

III. PLEASE GIVE US YOUR SPECIFIC COMMENTS ON ITEMS THAT CAN BE IMPROVED.

If you wish an acknowledgment, please indicate your name, address, and Auxiliary number:

NAME: _____
ADDRESS: _____
MEMBER #: _____

Enclosure (2) to COMDTINST 16794.2A

Fold Here

Department of Transportation

COMMANDANT (G-OCX)

AFFIX

POSTAGE

Room 3501

STAMP HERE

2100 Second Street, SW

Washington, DC 20593-0001

OFFICIAL BUSINESS

U.S. COAST GUARD AUXILIARY

9449 WATSON INDUSTRIAL PARK

ST. LOUIS, MO 63126

ATTENTION: DC-T

Fold Here

TOPIC/CHAPTER: VISUAL DISTRESS SIGNALSTIME: 10 MIN.

TIME	MAJOR TOPIC	SUBTOPIC	PRESENTATION NOTES
	Pyrotechnic types		
		Day	
		Night	
		Uses	
		When	
		How	
		Precautions	
		Stowage	
		Expiration date	
	Non-Pyrotechnic types		
		Day	
		Night	
		Uses	
		When	
		How	

Enclosure (3) to COMDTINST 16794.2A

	TOPIC/CHAPTER: VISUAL DISTRESS SIGNALS	TIME: 10 MIN.
TIME	MAJOR TOPIC	SUBTOPIC
		PRESENTATION NOTES

**AUXOP
AUXILIARY OPERATIONAL MEMBER**

ABOUT AUXOP

The AUXOP, or Operational Auxiliarist, program is an advanced training program available only to members of the Coast Guard Auxiliary. An AUXOP member has completed the seven advanced specialty courses and is entitled to wear the special AUXOP device on the uniform. The seven advanced specialties are:

AUXMIN: Administration

AUXCOM: Communications

AUXNAV: Navigation

AUXPAT: Patrols

AUXSAR: Search and Rescue

AUXSEA: Seamanship

AUXWEA: Weather

Originally, the AUXOP member represented the most highly trained Auxiliarist, and is focused on surface vessel operations. The Boat Crew Qualification program replaced the need for AUXOP and specialty qualifications for participation in surface operations with a comprehensive craftsman approach. A COXSWAIN in the Boat Crew program is a master craftsman. The AUXOP member is the "PhD."

Individuals who have completed the AUXOP program are indeed experts in Auxiliary operations. They have little difficulty in completing the requirements of the Boat Crew program, and are well qualified to participate in the public education program.

The Director of Auxiliary controls the examinations for the AUXOP Specialties. All of the examinations are closed-book, with a passing score of 75%.

AUXMIN

The AUXMIN Specialty is focused upon Auxiliary administration. It provides essential knowledge to advance in the Coast Guard Auxiliary as an elected and appointed officer. The AUXMIN course material is based upon the Auxiliary Manual (AUXMAN).

AUXCOM

The AUXCOM Specialty is one of the few specialties cited as a requirement for other Auxiliary activities: ownership of an Auxiliary Fixed Land, Land Mobile, or Direction Finding Radio Facility. It is also required by Communications Officers who conduct radio facility inspections. AUXCOM is also the entry level requirement for communications watchstander training at Coast Guard units.

AUXNAV

An Auxiliarist who is qualified as a Navigation Specialist is a genuine asset to the Auxiliary operations activities. This individual knows where their vessel is at any given time and keeps it from danger. The Navigation Specialist is also well prepared to participate in our Public Education program, teaching the piloting portion of our basic courses and participating in the Basic Coastal Navigation (BCN) and Advanced Coastal Navigation (ACN) courses.

AUXPAT

The AUXPAT Specialist is another genuine asset to the Auxiliary operations activities. This individual fully understands the complete spectrum of operational patrol activities both on the water and in the air, such as: Safety Patrol, Search and Rescue (SAR), Regattas spectator safety control, Chart Updating/Aids to Navigation Patrols, to name a few. Practical knowledge achieved by the AUXPAT Specialist engenders a keen awareness of, and response to, emergency situations, without jeopardizing the crew and facility.

[Continued on Reverse Side]

AUXSAR

An AUXSAR Specialist is well qualified in search and rescue and a genuine asset to the Auxiliary operations activities. The AUXSAR training is designed to present a thorough understanding of the policy, organization, and procedures involved in the search and rescue process as generally practiced by the U. S. Coast Guard. The AUXSAR Specialist is aware of the overall structure of the search and rescue organization, is able to plan search operations, and has an understanding of towing principles, towline properties, and recognition of the effects of sea state, to ensure a safe and successful search and rescue.

AUXSEA

The AUXSEA Specialist is a particularly valuable asset in Auxiliary operations as knowledge of vessels and proficiency in their operation is a major Auxiliary interest. An AUXSEA Specialist has extensive knowledge of vessels and their propulsion systems as well as detailed information on how vessels are constructed, founded, and operated. The AUXSEA Specialist understands marine engines, knows how to perform minor repairs, is knowledgeable on vessel handling in normal and heavy weather, and how to approach distress situations. These attributes, when combined with the studies and practical training of the Boat Crew program, will make the member a competent and reliable crewmember of an Auxiliary vessel.

AUXWEA

The AUXWEA Specialist is a genuine asset to Auxiliary operations activities. This individual understands the weather, its importance in the marine environment, and to the conduct of safe and effective operations. The AUXWEA Specialist is able to make accurate and valuable short range (several hours) weather forecasts to enable crewmates to avoid dangerous weather conditions while performing their patrol activities. Long range (two or more days) forecasts are also developed to assist in planning operations activities. The AUXWEA Specialist develops a keen sense of weather processes, including those which have an element of danger: thunderstorms, squall lines, fog, tornadoes, and other severe phenomena. A comprehensive knowledge of weather processes and effects is essential to the competent mariner, whether on the high seas, the coastal areas, lakes and rivers, or local reservoirs.

HOW TO OBTAIN AUXOP TRAINING

You must be a member of the United States Coast Guard Auxiliary before you can obtain AUXOP training. See any Coast Guard Auxiliarist for information on how to join the United States Coast Guard Auxiliary. Obtaining AUXOP training is easy:

1. See your Flotilla Staff Officer for Member Training, FSO-MT, about an AUXOP Specialty course in your area.
2. AUXOP Specialty courses may be taken either as formal courses, or by self-study.
3. Examinations are ordered through your Flotilla Commander, or the FSO-MT. Examinations for AUXOP Specialty Courses must be proctored by a Coast Guard Officer or Petty Officer, or designated Auxiliarist. The examination is closed book, with a passing score of 75%.

If you take the formal course, your instructor will provide the materials. If you wish to do the course by self-study, than you may order the course materials through your Flotilla Staff Officer for Materials, FSO-MA, from the U.S. Coast Guard Auxiliary National Supply Center (ANSC). The materials consist of the student text, student study guide, and the Instructor guide.

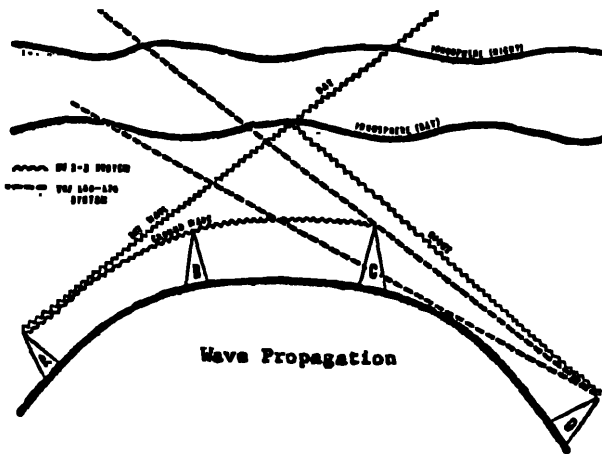
AUXOP TRAINING MAINTENANCE

AUXOP training is maintained by the Department of Training. Comments on the course materials are welcome and can be provided by sending them to:

Department Chief, Training
c/o U.S. Coast Guard Auxiliary Center
9449 Watson Industrial Park
St. Louis, MO 63126

FOR LOCAL INFORMATION ABOUT THE
AUXOP PROGRAM OR JOINING THE
COAST GUARD AUXILIARY, PLEASE
CONTACT:

**AUXCOM
AUXILIARY COMMUNICATIONS SPECIALTY**



ABOUT AUXCOM

ABOUT AUXCOM

AUXCOM, the Auxiliary Communications Specialty, is one of the seven designations in the AUXOP, Operational Auxiliarist, family of qualifications. It is one of the few specialties cited as a requirement for other Auxiliary activities. Specifically AUXCOM is a requirement for ownership of an Auxiliary Flood Land, Land Mobile, or DF Radio Facility. It is also required by Communications Officers who conduct radio facility inspections. In many parts of the nation, AUXCOM is an entry level requirement for communications watchstander training at Coast Guard units. The Communications Specialist has a broad knowledge of the principles underlying communications systems in use by both the Coast Guard and the Auxiliary. This training is at a level higher than that provided in the Boat Crew or Air qualification programs. The course provides administrative, technical and operational foundations in VHF-FM and Single Sideband marine radio, radio repeater systems, and direction finding, as well as solid grounding in the FCC regulations and current policies governing Auxiliarists when they are operating as Government stations. Although the course can be self-taught, it is best presented by experienced communications personnel who are familiar with any special District and local interpretations of the material.

The AUXCOM Course

STUDENT STUDY GUIDE (Textbook/Workbook):
COMDTPUB P16794.32B

INSTRUCTOR GUIDE: COMDTPUB P16794.33B

The recommended course structure is five two hour sessions followed by the 72 question examination, which is closed book, multiple choice.

- CHAPTER 1 - Basic Marine Radiotelephone Systems, Nomenclature, and Theory
- CHAPTER 2 - Voluntarily Installed Marine Radiotelephone Station Regulations
- CHAPTER 3 - Calling and Answering Procedures
- CHAPTER 4 - Distress, Urgency, and Safety Messages
- CHAPTER 5 - Telecommunications
- CHAPTER 6 - Messages
- CHAPTER 7 - The Radiotelephone Log
- CHAPTER 8 - Coast Guard Communications
- CHAPTER 9 - Radio Direction Finding

HOW TO OBTAIN AUXCOM TRAINING

You must be a member of the United States Coast Guard Auxiliary before you can obtain AUXCOM training. See any Coast Guard Auxiliarist for information on how to join the United States Coast Guard Auxiliary. Obtaining AUXCOM training is easy:

1. See your Flotilla Staff Officer for Member Training, FSO-MT, about an AUXCOM course in your area.
2. AUXCOM may be taken either in a formal course, or by self-study.
3. Examinations are ordered through your Flotilla Commander, or the FSO-MT.

Examinations for Auxiliary Specialty Courses must be proctored by a Coast Guard Officer or Petty Officer, or designated Auxiliarist. The examination is closed book, with a passing score of 75%. If you take the formal course, your instructor will provide the materials, if you wish to do the course by self-study, then you may order the course materials through your Flotilla Staff Officer for Materials, FSO-MA, from the U.S. Coast Guard Auxiliary National Supply Center (ANSC).. The materials consist of the student text and the instructor guide, identified in the course description provided on the obverse side.

APPLICABILITY OF AUXCOM SPECIALTY

Communications Specialists are the core group within the Auxiliary who own and operate Land, Mobile, and DF stations and provide the pool from which Communications Officers are normally chosen at all levels. They are generally the best qualified members to instruct at Public Education radiotelephone classes and at local Communications seminars. The AUXCOM Specialist is especially desired as a candidate for watchstanding at Coast Guard units. At area special events and in SAR exercises, the AUXCOM Specialists provide, set up, and operate the various communications centers and facilities. In times of emergency they augment both Coast Guard and local civil agencies in maintaining area communications. Auxiliary mobile communications units are often utilized to conduct harbor searches, provide surfline and beach transportation, and perform scheduled mobile patrols complement patrol vessels or aircraft. Those facilities equipped with radio direction finding equipment are assigned to special missions such as location of emergency beacons, interfering stations, and hoax distress calls. Many Communications Specialists are also licensed Amateur Radio operators, and these "hams" are welcomed and will find practical applications of their considerable knowledge within the Auxiliary

THE AUXOP PROGRAM

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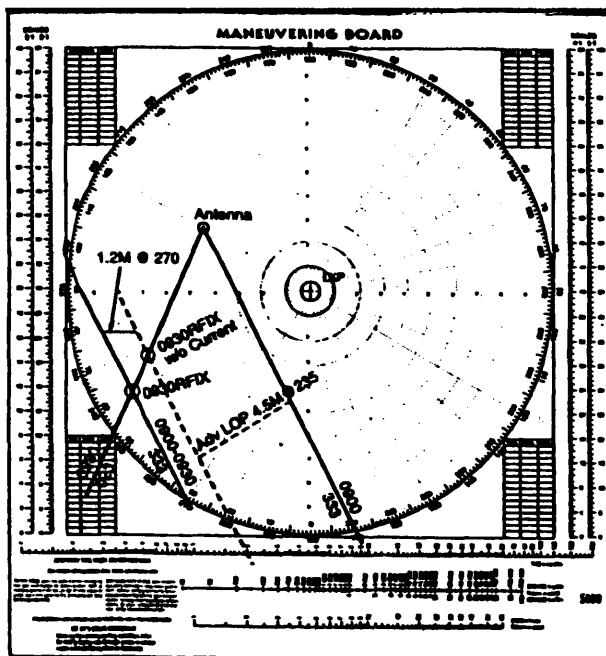
AUXCOM COURSE MAINTENANCE

The AUXCOM course is maintained by the Branch Chief, Telecommunications Branch, BC-TAT, within the Department of Training. Comments on the course materials are welcome and can be provided by sending them to:

Department Chief, Training
c/o U.S. Coast Guard Auxiliary Center
9449 Watson Industrial Park
St. Louis, MO 63126

FOR LOCAL INFORMATION ABOUT AUXCOM OR JOINING THE COAST GUARD AUXILIARY,
PLEASE CONTACT:

AUXNAV
AUXILIARY NAVIGATION SPECIALTY



ABOUT AUXNAV

ABOUT AUXNAV

AUXNAV, the Auxiliary Navigation Specialty, is one of the seven designations in the AUXOP, Operational Auxiliarist, family of qualifications. An Auxiliarist who is qualified as a Navigation Specialist is a genuine asset to the Auxiliary operations activities. This individual knows where their vessel is at any given time and keeps it from danger. The Navigation Specialist can develop the commence search point for a search and rescue mission, given only the geographic or radio coordinates of the point, and is able to sail familiar and strange waters with confidence and safety. The AUXNAV course embraces two basic concepts, location and direction, and three basic disciplines, dead reckoning, piloting, and electronic navigation.

The AUXNAV Course

STUDENT TEXT: COMDTINST P16798.16A

STUDENT STUDY GUIDE: Included in Text

INSTRUCTOR GUIDE: COMDTINST P16798.17A

The AUXNAV course is designed to be taught in 16 two-hour session, covering 11 of the twelve chapters in the student text that constitute the A, or theoretical part of the course, and five of the six sections of Annex I, The Cruise Problem (also included in the text), that constitutes the B, or practical part:

CHAPTER 1.	INTRODUCTION AND BASICS
	Background
	Disciplines
	The Earth
	Circles
	System of Coordinates
	Direction
	Distance
	Speed
	Charts
	Aids to Navigation
CHAPTER 2.	THE COMPASS AND OTHER NAVIGATOR'S TOOLS
	Compass
	Navigator's Tools
CHAPTER 3.	DEAD RECKONING
	Dead Reckoning Conventions
	Speed Curves
CHAPTER 4.	PILOTING I
	Piloting, The Discipline
	Lines of Position (Vectors and Lines)
	Bearings
	Positions
	Fixes
CHAPTER 5.	PILOTING II
	Running Fix
	Danger Bearings
	Navigating Without a Fix
CHAPTER 6.	CURRENT SAILING
	Current
	Current Sailing
	Running Fixes in the Face of Current
	Current Considerations
CHAPTER 7.	TIDES AND CURRENTS - TIDES
	Tide Tables
	Spring and Neap Tides
	Sunrise and Sunset
	Height of Tide
CHAPTER 8.	TIDES AND CURRENTS - CURRENTS
	Tidal Current Tables
	Current Speed and Directions
	Combining Currents
	Current Diagrams
CHAPTER 9.	ELECTRONIC (RADIO) NAVIGATION
	Radio Direction Finding
	LORAN
	Global Positioning System (GPS)

The AUXNAV Course, Continued:

- CHAPTER 10. RADAR PILOTING AND RELATIVE MOTION
 Radar Description
 The Radar Set
 Beam Width and Pulse Width
 The Radar in Navigation
 Collision Avoidance and Relative Motion
- CHAPTER 11. CONSIDERATIONS AND CONCLUSIONS
 Calculators
 Computers
 The Dangers of Sophistication
 Publications
 The Prudent Navigator
 Reflections
 Voyage Planning
- CHAPTER 12. AIDS TO NAVIGATION
 Buoys and Markers
 Light Characteristics
 Informations Buoys

HOW TO OBTAIN AUXNAV TRAINING

You must be a member of the United States Coast Guard Auxiliary before you can obtain AUXNAV training. See any Coast Guard Auxiliarist for information on how to join the United States Coast Guard Auxiliary. Obtaining AUXNAV training is easy:

1. See your Flotilla Staff Officer for Member Training, FSO-MT, about an AUXNAV course in your area.
2. AUXNAV may be taken either in a formal course, or by self-study.
3. Examinations are ordered through your Flotilla Commander, or the FSO-MT. Examinations for Auxiliary Specialty Courses must be proctored by a Coast Guard Officer or Petty Officer, or designated Auxiliarist. The examination is closed book, with a passing score of 75%.

If you take the formal course, your instructor will provide the materials. If you wish to do the course by self-study, then you may order the course materials through your Flotilla Staff Officer for Materials, FSO-MA, from the U.S. Coast Guard Auxiliary National Supply Center (ANSC). The materials consist of the student text and the instructor guide, identified in the course description provided on the obverse side.

APPLICABILITY OF AUXNAV SPECIALTY

Possessing the AUXNAV Specialty designation has several uses within the Coast Guard Auxiliary. First, it is an essential part of the AUXOP program. The ability to navigate is essential to support the Auxiliary Operations program on the surface and in the air. Second, a Navigation Specialist possesses the essential knowledge and skills for participation in the Public Education program, teaching piloting in the basic courses and the navigation in the more advanced Basic Coastal Navigation and Advanced Coastal Navigation courses.

THE AUXOP PROGRAM

The AUXOP, or Operational Auxiliarist, program is an advanced training program available only to members of the Coast Guard Auxiliary. An AUXOP member has completed the seven advanced specialty courses and is entitled to wear the special AUXOP device on the uniform. The seven advanced specialties are:

AUXMIN: Administration
 AUXCOM: Communications
 AUXNAV: Navigation
 AUXPAT: Patrols
 AUXSAR: Search and Rescue
 AUXSEA: Seamanship
 AUXWEA: Weather

Originally, the AUXOP member represented the most highly trained Auxiliarist, and is focused on surface vessel operations. The Boat Crew Qualification program replaced the need for AUXOP and specialty qualifications for participation in surface operations with a comprehensive craftsman approach. A COXSWAIN in the Boat Crew program is a master craftsman. The AUXOP member is the "PhD." Individuals who have completed the AUXOP program are indeed experts in Auxiliary operations. They have little difficulty in completing the requirements of the Boat Crew program, and are well qualified to participate in the public education program.

The Director of Auxiliary controls the examinations for the AUXOP Specialties. All of the examinations are closed-book, with a passing score of 75%.

AUXNAV COURSE MAINTENANCE

The AUXNAV course is maintained by the Branch Chief, Navigation Branch, BC-TAN, within the Department of Training. Comments on the course materials are welcome and can be provided by sending them to:

Department Chief, Training
 c/o U.S. Coast Guard Auxiliary Center
 9449 Watson Industrial Park
 St. Louis, MO 63126

FOR LOCAL INFORMATION ABOUT AUXNAV OR JOINING THE COAST GUARD AUXILIARY, PLEASE CONTACT:

**AUXPAT
AUXILIARY PATROLS SPECIALTY**



ABOUT AUXPAT

AUXPAT, the Auxiliary Patrols Specialty, is one of the seven designations in the AUXOP Operational Auxiliarists family of qualifications. An Auxiliarist who is qualified as a Patrols Specialist is a genuine asset to the Auxiliary operations activities. This individual fully understands the complete spectrum of operational patrol activities both on the water and in the air, such as, Safety Patrol, Search and Rescue (SAR), Regattas spectator safety control (powerboat race, sailboat race, rowing race, etc.), Chart Updating/Aids to Navigation Patrols, to name a few. Practical knowledge achieved by the Auxiliary Patrol Specialist graduate, whether on the high seas, the coastal areas, lakes and rivers, or local reservoirs engenders a keen awareness of, and response to, emergency situations, without jeopardizing the crew and facility.

THE AUXPAT COURSE

STUDENT TEXT: Included in Student Study Guide

STUDENT STUDY GUIDE: COMDTPUB P16794.28A

INSTRUCTOR GUIDE: COMDTPUB P16794.27A

The AUXPAT course is designed to be taught in five two-hour sessions, covering in five lessons, the five chapters in the Student Study Guide.

CHAPTER 1. PATROL REQUIREMENTS

- Eligibility
- Facilities
- Signs and Flags
- Uniforms
- Conduct While on Patrol
- Assistance as a Citizen
- Public Safety Vessel ID Lights

CHAPTER 2. CREW DUTIES AND RESPONSIBILITIES

- Crew Duties
- Patrol Commander
- Personnel Other than Auxiliarists Aboard an Auxiliary Vessel
- Entitlements, Compensations and Contributions
- Third Party Claims

CHAPTER 3. PATROL ORGANIZATION

- Official Patrols
- Safety Patrols
- Duties of a Safety Patrol
- Regatta Patrols
- Powerboat Regattas
- Sailboat Regattas
- Continued on reverse side

The AUXPAT Course, Continued:

CHAPTER 3: continued

Rowing Regattas
Marine Parades
Regatta Patrol Vessel Operations
Aids to Navigation (ATOM) Patrols
Chart Updating (CU) Patrols
Disaster Patrols
Disaster Patrol Plans
Duties of Disaster Patrol Vessels
Port Security and Pollution

CHAPTER 4: SAFETY AND SURVIVAL EQUIPMENT

Personal Flotation Devices (PFDs)
Thermal Protection Suits
SAR Personal Survival Equipment
Helmet
Inflatable Life Raft

CHAPTER 6: HEALTH HAZARDS TO THE CREW

Potential Hazards and Discomforts
Existing Conditions

HOW TO OBTAIN AUXPAT TRAINING

You must be a member of the United States Coast Guard Auxiliary before you can obtain AUXPAT training. See any Coast Guard Auxiliarist for information on how to join the United States, Coast Guard Auxiliary.

Obtaining AUXPAT training is easy:

1. See your Flotilla Staff Officer for Member Training. FSO-MT, about an AUXPAT course in your area.

2. AUXPAT may be taken either as a classroom course, or by self-study.

3. Examinations are ordered through your Flotilla Commander, or the FSO-MT. Examinations for Auxiliary Specialty Courses must be proctored by a Coast Guard Officer or Petty Officer, or designated Auxiliarist. The examination is closed book with a passing score of 76%.

If you take the classroom course, your instructor will provide the materials.

If you wish to do the course by self-study, then you may order the course materials through your Flotilla Staff Officer for Materials, FSO-MA, from the U.S. Coast Guard Auxiliary National Supply Center (ANSC). The materials commit of the student text and the instructor guide, identified in the course description provided on the obverse side.

APPLICABILITY OF AUXPAT SPECIALTY

Possessing the AUXPAT Specialty designation has several uses within the Coast Guard Auxiliary. First, it is an essential part of the AUXOP program. AUXPAT directly supports the Auxiliary Operations program, both on the waters and in the air. Second, AUXPAT provides essential knowledge and skills, achieved through in-class practical demonstrations, enables the Auxiliary Specialist to effectively participate in the multiple Auxiliary Operations programs. Third, and most important, the knowledge gained from AUXPAT makes the individual a better, and safer, mariner. Remember, the Sea yields to knowledge...the kind of knowledge the AUXPAT Specialist has!

THE AUXOP PROGRAM

The AUXOP, or Operational Auxiliarist, program, is an advanced training program available only to members of the Coast Guard Auxiliary. An AUXOP member has completed the seven advanced specialty courses and is entitled to wear the special AUXOP device on the uniform. The seven advanced specialties are:

AUXMIN: Administration
AUXCOM: Communications
AUXNAV: Navigation
AUXPAT: Patrols
AUXSAR: Search and Rescue
AUXSEA: Seamanship
AUXWEA: Weather

Originally, the AUXOP member represented the most highly trained Auxiliarist, and is focused on surface vessel operations. The Boat Crew qualification program replaced the need for AUXOP and specialty qualifications for participation in surface operations with a comprehensive craftsman approach. A COXSWAIN in the Boat Crew program is a master craftsman. The AUXOP member is the "Ph.D." Individuals who have completed the AUXOP program are indeed experts in Auxiliary operations. They have little difficulty in completing the requirements of the Boat Crew program, and are well qualified to participate in the public education program. The Director of Auxiliary controls the examinations for the AUXOP Specialties. All of the examinations are closed-book, with a passing score of 75%.

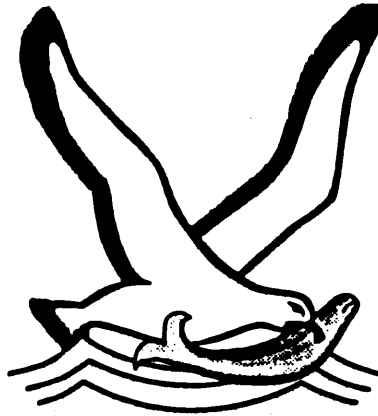
AUXPAT COURSE MAINTENANCE

The AUXPAT course is maintained by the Branch Chief, Patrols Branch, BC-TAP, within the Department of Training. Comments on the course materials are welcome and can be provided by sending them to:

Department Chief, Training
c/o U. S. Coast Guard Auxiliary Center
9449 Watson Industrial Park
St. Louis, MO 63126

FOR LOCAL INFORMATION ABOUT AUXPAT OR JOINING THE COAST GUARD AUXILIARY, PLEASE CONTACT:

**AUXSAR
AUXILIARY SEARCH AND RESCUE SPECIALTY**



ABOUT AUXSAR

ABOUT AUXSAR

AUXSAR, the Auxiliary Search and Rescue Specialty, is one of the seven designations in the AUXOP, Operational Auxiliarist, family of qualifications. An Auxiliarist who is qualified as a Search and Rescue Specialist is a genuine asset to the Auxiliary operations activities. The AUXSAR Specialty Course is designed to present the Auxiliarist with a thorough understanding of the policy, organization, and procedures involved in the search and rescue process as generally practiced by the U. S. Coast Guard. It prepares the Auxiliarist to assist the Coast Guard in a safe and prudent manner. The safety of both the towing and towed vessels and their crews is of utmost importance throughout this course. The AUXSAR student learns how to calculate the power (RPM) limits when towing to avoid engine damage, how to determine maximum safe towing speeds for different vessels under existing sea conditions, and how to reduce towing strains by adjusting tow line length, or modifying course direction or other actions. The AUXSAR Specialists are aware of the overall structure of the search and rescue organization. They are able to plan search operations. A comprehensive knowledge of search and rescue operations and an understanding of towing principles, tow line properties, and recognition of the effects of sea state are necessary to ensure a safe and successful search and rescue.

The AUXSAR Course

STUDENT STUDY GUIDE: COMDTPUB P16794.35B

INSTRUCTOR GUIDE: COMDTPUB P16794.36B

The AUXSAR course is designed to be taught by a qualified instructor in six two-hour sessions. A seventh session will be required for testing. The course is structured as follows:

CHAPTER 1.	SAR SYSTEM, ORGANIZATION AND RESOURCES	
	SAR Stages	
	Coast Guard Organization	
	District SAR Resources	
	District SAR Plan	
	Rescue Coordination Center	
	Documentation	
CHAPTER 2.	AWARENESS AND INITIAL ACTION	
	Awareness	
	SAR Mission Coordinator Assignment	
	Initial Action	
	Phase Determination	
	Urgency of Response	
	Communication Searches	
	Medico/Medivac	
CHAPTER 3.	SEARCH AREA PLANNING	
	Definitions	
	Search Decision Tree	
	Comparison of Coastal and Ocean Models	
	Vectors	
	Search Area	
	Currents	
	Reversing Tidal Current	
	Leeway	
	Daturn	
CHAPTER 4.	SEARCH OPERATIONS PLANNING	
	Probability of Detection	
	Search/Rescue Unit Assignment	
	Search Patterns	
CHAPTER 5.	TOWING	
	Towing Vessel Performance	
	Smooth Water Towing	
	Steady Forces	
	Towline	
	Sea State	
	Tow Planning Worksheet	
	Periodicity of Peak Force	
	Possible Adjustments	
	Unusual Circumstances	
	Small Facility Considerations	[Continued on Reverse Side]

Enclosure (3) to COMDTINST 16794.2A
The AUXSAR Course, Continued:

CHAPTER 6. RESCUE, CONCLUSION, DOCUMENTATION, AND LEGAL
Rescue
Delivery Planning
Rescue Operations
Mission Conclusion
Documentation
Legal Framework
Private Property
Civil Action
Bilateral International Agreements

HOW TO OBTAIN AUXSAR TRAINING

You must be a member of the United States Coast Guard Auxiliary before you can obtain AUXSAR training. See any coast Guard Auxiliarist for information on how to join the United States Coast Guard Auxiliary.

Obtaining AUXSAR training is easy:

1. See your Flotilla Staff Officer for Member Training, FSO-MT, about an AUXSAR course in your area.
2. AUXSAR may be taken either in a formal course, or by self-study. A formal course is highly recommended.
3. Examinations are ordered through your Flotilla Commander, or the FSO-MT. Examinations for Auxiliary Specialty Courses must be proctored by a Coast Guard Officer or Petty Officer, or designated Auxillarist. The examination is closed book, with a passing score of 75%.

If you take the formal course, your instructor will provide the materials. If you wish to do the course by self-study, then you may order the course materials through your Flotilla Staff Officer for Materials, FSO-MA, from the U.S. Coast Guard Auxiliary National Supply Center (ANSC). The materials consist of the student text and the instructor guide, identified in the course description provided on the obverse side.

APPLICABILITY OF AUXSAR SPECIALTY

Possessing the AUXSAR Specialty designation has several uses within the Coast Guard Auxiliary. First, it is an essential part of the AUXOP program. AUXSAR is intended to support the Auxiliary Operations program, on both the surface and in the air. Second, AUXSAR provides essential knowledge and skills which enable the individual to assist the United States Coast Guard in rescue cases to save both lives and property while minimizing possible damage to the vessel being towed, the towing vessel, or its engine. Third, and most important, the knowledge gained from AUXSAR makes the individual a better, and safer, mariner. Remember, the Sea yields to knowledge...the kind of knowledge the AUXSAR Specialist has!

THE AUXOP PROGRAM

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The Director of Auxiliary controls the examinations for the AUXOP Specialties. All of the examinations are closed-book with a passing score of 75%.

AUXSAR COURSE MAINTENANCE

The AUXSAR course is maintained by the Branch Chief, Search and Rescue Branch, BC-TAR, within the Department of Training. Comments on the course materials are welcome and can be provided by sending them to:

Department Chief, Training
c/o U. S. Coast Guard Auxiliary Center
9449 Watson Industrial Park
St. Louis, MO 63126

FOR LOCAL INFORMATION ABOUT AUXSAR OR JOINING THE COAST GUARD AUXILIARY,
PLEASE CONTACT:

**AUXSEA
AUXILIARY SEAMANSHIP SPECIALTY**

ABOUT AUXSEA

AUXSEA, the Auxiliary Seamanship Specialty, is one of the seven designations in the AUXOP, Operational Auxiliarist, family of qualifications. An Auxiliarist who qualifies as a Seamanship specialist is a particularly valuable asset in Auxiliary operations as knowledge of vessels and proficiency in their operation is a major Auxiliary interest. An Auxiliarist who has qualified as a Seamanship specialist has extensive knowledge of vessels and their propulsion systems as well as detailed information on how vessels are constructed, founded and operated. The successful candidate will understand marine engines, know how to perform minor repairs, will have knowledge on how the vessel must be handled in normal and heavy weather, will know how to approach distress situations, will be able to perform emergency repairs to a vessel, will understand basic navigation, will know how to anchor properly and how to get under way. and will be knowledgeable of the duties and manners relating to vessel operation. These attributes, when combined with the studies and practical training of the Boat Crew program, will make the member a competent and reliable member of an Auxiliary vessel crew whether for recreational activities or serious Auxiliary missions.

The AUXSEA Course

STUDENT TEXT: COMDTPUB P16794.42 and CHAPMANS, PILOTING, SEAMANSHIP AND SMALL BOAT HANDLING

STUDENT STUDY GUIDE: Included in Text

INSTRUCTOR GUIDE: COMDTPUB P16794.41A

The AUXSEA course is designed to be taught in Five two-hour sessions, covered in ten chapters (including the applicable sections of CHAPMANS.)

CHAPTER 1. TERMINOLOGY, BOAT CONSTRUCTION MATERIAL AND STEERING GEAR TYPES

Fiberglass Boats	Wood Boats
Steel	Aluminum
Fabric (inflatables)	Types of Steering Systems

CHAPTER 2. BOAT MAINTENANCE

Hauling out	Laying up
Bottom Paint	Dry Rot
Galvanic Action	Electrolytic Action
The Shaft Train	

CHAPTER 3. INTERNAL COMBUSTION ENGINES

Reciprocating Engines	Operating Cycle
Power System	Air system
Lubricating System	Cooling System
Starting System	Diesel Engines
Gasoline Engines	Inboard-Outboards (I/Os)
Outboards	

CHAPTER 4. MARLINSPIKE SEAMANSHIP

Types of Rope	Care of Lines
Line Usage, Knots, Hitches, Bends and Splicing	Splices
Splicing	Stowing Lines

CHAPTER 5. BOAT HANDLING

Principles of Boat Handling	Dock Lines and Their Use
Landing at a Pier	Getting Clear of a Berth
Maneuvering in tight Quarters	Handling Twin-screw Boats

CHAPTER 6. HEAVY WEATHER

Wind Waves	Storm Tide Waves
Seismic Waves	Tidal Waves
Swells	Surf
Wakes	Cross Seas
The Effects of Winds and Currents in Maneuvering	
Heavy Weather Operations	The Sea Anchor

CHAPTER 7. ASSISTANCE TO BOATERS IN DISTRESS AND DAMAGE CONTROL

Righting a Capsized Sailboat
Re-floating a Stranded Vessel
Approaching a Burning Vessel
Fire Fighting
Plugging and Patching
De-watering

CHAPTER 8. NAVIGATION RULES

Navigation Rules, Lights and Day Shapes
Navigation Rules, Right-of-way and Sounds Signals

(continued on reverse side)

Enclosure (3) to COMDTINST 16794.2A

CHAPTER 9. ANCHORING

Ground Tackle

Anchoring Techniques

Permanent Moorings

CHAPTER 10. DUTIES AND MANNERS

Duties

Manners

Pollution

Courtesy Boarding a Coast Guard Vessel

HOW TO OBTAIN AUXSEA TRAINING

You must be a member of the United States Coast Guard Auxiliary before you can obtain AUXSEA training. See any Coast Guard Auxiliarist for information on how to join the United States Coast Guard Auxiliary.

Obtaining AUXSEA training is easy:

See your Flotilla Staff Officer for Member Training, FSO-MT, about an AUXSEA course in your area.

AUXSEA may be taken either in a formal course, or by self-study.

Examinations are ordered through your Flotilla Commander, or the FSO-MT.

Examinations for Auxiliary Specialty Courses must be proctored by a Coast Guard Officer or Petty Officer, or designated Auxiliarist. The examination is closed book, with a passing score of 75%.

If you take the formal course, your instructor will provide the materials. If you wish to do the course by self-study, then you may order the course material through your Flotilla Staff Officer for Materials, FSO-MA, from the Coast Guard Auxiliary National Supply Center (ANSC).

The materials consist of the student text and instructor guide, identified in the course description provided on the obverse side.

APPLICABILITY OF AUXSEA SPECIALTY

Possessing the AUXSEA Specialty designation has a number of uses with the Coast Guard Auxiliary. First. It is an essential part of the AUXOP program. AUXSEA is intended to provide a major body of knowledge that is essential to the operation of any vessel. Second, AUXSEA provides important knowledge and skills on vessels and vessel operations that an instructor must know to teach, effectively, both power and sail Public Education classes. Third, and the most important, the knowledge gained from the AUXSEA course will make the Auxiliarist a better, safer, and far more effective mariner--critical attributes for all kinds of boating but particularly for service as a crew member or coxswain of an operational Auxiliary vessel facility assigned any of the various mission in support of the Coast Guard.

THE AUXOP PROGRAM

The AUXOP, or Operational Auxiliarist, program is an advanced training program available only to members of the Coast Guard Auxiliary. An AUXOP member has completed the seven advanced specialty courses and is entitled to wear the special AUXOP device on the uniform. The seven advanced specialties are:

AUXMIN: Administration

AUXCOM: Communications

AUXNAV: Navigation

AUXPAT: Patrols

AUXSAR: Search and Rescue

AUXSEA: Seamanship

AUXWEA: Weather

Originally, the AUXOP member represented the most highly trained Auxiliarist, and was focused on surface vessel operations. The Boat Crew Qualification program replaced the need for AUXOP and specialty qualifications for participation in surface operations with a comprehensive craftsman approach. A COXSWAIN in the Boat Crew program is a master craftsman. The AUXOP member is the "PhD." Individuals who have completed the AUXOP program are indeed experts in Auxiliary operations. They have little difficulty in completing the requirements of the Boat Crew program, and are well qualified to participate in the public education program.

The Director of Auxiliary controls the examinations for the AUXOP Specialties. All of the examinations are closed- book, with a passing score of 75%.

AUXSEA COURSE MAINTENANCE

The AUXSEA course is maintained by the Branch Chief, Seamanship Branch, BC-TAS, within the Department of Training. Comments on the course materials are welcome and can be provided by sending them to:

Department Chief, Training

c/o U. S. Coast Guard Auxiliary Center

9449 Watson Industrial Park

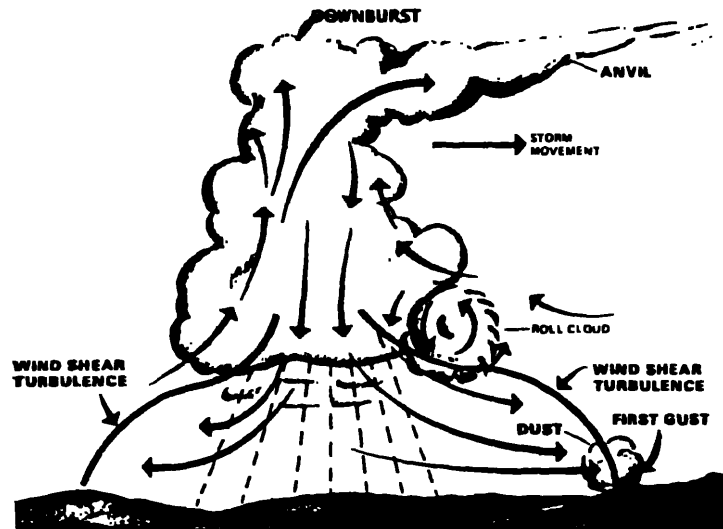
St. Louis, MO 63126

FOR LOCAL INFORMATION ABOUT AUXWEA

OR JOINING THE COAST GUARD

AUXILIARY, PLEASE CONTACT:

AUXWEA
AUXILIARY WEATHER SPECIALTY



ABOUT AUXWEA

AUXWEA, the Auxiliary Weather Specialty, is one of the seven designations in the AUXOP, Operational Auxiliarist, family of qualifications. An Auxiliarist who is qualified as a Weather Specialist is a genuine asset to the Auxiliary operations activities. This individual understands the weather, its importance in the marine environment, and to the conduct of safe and effective operations. The AUXWEA Specialist is able to make accurate and valuable short range (several hours) weather forecasts to enable crewmates to avoid dangerous weather conditions while performing on their patrol activities. Long range (two or more days) forecasts are also developed to assist in planning operations activities. The Auxiliary Weather Specialist develops a keen sense of weather processes, including those which have an element of danger: the thunderstorm, the squall line, fog, tornadoes, and other severe phenomena. A comprehensive knowledge of weather processes and effects is essential to the competent mariner, whether on the high seas, the coastal areas, lakes and rivers, or local reservoirs.

The AUXWEA Course

STUDENT TEXT: COMDTPUB P16794.30A

STUDENT STUDY GUIDE: Included in Text

INSTRUCTOR GUIDE: COMDTPUB P16794.29A

The AUXWEA course is designed to be taught in six two-hour sessions, covering in five lessons, the twelve chapters in the student text:

CHAPTER 1. THE EARTH'S ATMOSPHERE

- Composition
- Vertical Structure
- The Standard Atmosphere
- Pressure and Density
- Latitude and Longitude

CHAPTER 2. TEMPERATURE

- Temperature Scales
- Heat and Temperature
- Temperature, Pressure, Density, and Volume
- Temperature Variations

CHAPTER 3. ATMOSPHERIC PRESSURE

- Measuring Pressure
- Pressure Variation
- Pressure Analysis

CHAPTER 4. WIND AND PRESSURE SYSTEMS

- Convection
- Pressure Gradient Force
- Coriolis Force
- The General Circulation (Northern Hem.)
- Circulation Around Highs & Lows
- Friction
- The Jet Stream
- Local- and Small-Scale Winds
- Wind, Pressure Systems, and Weather

CHAPTER 5. MOISTURE IN THE ATMOSPHERE

- Measurement
- Change of State
- Cloud Formation
- Precipitation
- Land and Water Effects

CHAPTER 6. CLOUDS

- Cloud Identification
- Combining the Terms
- Sky Condition
- Signposts in the Sky

CHAPTER 7. STABLE AND UNSTABLE AIR

- Changes in Vertically Moving Air
- Stable and Unstable Lapse Rates
- Clouds and Stability
- Other Characteristics

CHAPTER 8. AIR MASSES AND FRONTS

- Air Masses
- Fronts
- Frontal Weather
- Fronts and Cruise Planning

CHAPTER 9. THUNDERSTORMS

- Where and When They Form
- Mechanisms for Formation
- Other Characteristics
- Hazards
- Preparation and Protection

[Continued on Reverse Side]

The AUXWEA Course, Continued:

CHAPTER 10. FOG AND PRECIPITATION

Types of Fog
Precipitation
In Closing

CHAPTER 11. TROPICAL WEATHER

Circulation
Tropical Weather Systems
Tropical Cyclones

CHAPTER 12. USING THE TOOLS OF THE TRADE

Winds and Waves
Weather Warnings
Weather Information
Weather Proverbs
Rules of Thumb
Weather Instruments

HOW TO OBTAIN AUXWEA TRAINING

You must be a member of the United States Coast Guard Auxiliary before you can obtain AUXWEA training. See any Coast Guard Auxiliarist for information on how to join the United States Coast Guard Auxiliary. Obtaining AUXWEA training is easy:

1. See your Flotilla Staff Officer for Member Training, FSO-MT, about an AUXWEA course in your area.
2. AUXWEA may be taken either in a formal course, or by self-study.
3. Examinations are ordered through your Flotilla Commander, or the FSO-MT. Examinations for Auxiliary Specialty Courses must be proctored by a Coast Guard Officer or Petty Officer, or designated Auxiliarist. The examination is closed book, with a passing score of 75%.

If you take the formal course, your instructor will provide the materials. If you wish to do the course by self-study, then you may order the course materials through your Flotilla Staff Officer for Materials, FSO-MA, from the U.S. Coast Guard Auxiliary National Supply Center (ANSC). The materials consist of the student text and the instructor guide, identified in the course description provided on the obverse side.

APPLICABILITY OF AUXWEA SPECIALTY

Possessing the AUXWEA Specialty designation has several uses within the Coast Guard Auxiliary. First, it is an essential part of the AUXOP program. AUXWEA is intended to support the Auxiliary Operations program, on both the surface and in the air. Second, AUXWEA provides essential knowledge and skills which enable the individual to participate in the Auxiliary Public Education program, teaching the weather portions of the public education courses. Third, and most important, the knowledge gained from AUXWEA makes the individual a better, and safer, mariner. Remember, the Sea yields to knowledge...the kind of knowledge the AUXWEA Specialist has!

THE AUXOP PROGRAM

The AUXOP, or Operational Auxiliarist, program is an advanced training program available only to members of the Coast Guard Auxiliary. An AUXOP member has completed the seven advanced specialty courses and is entitled to wear the special AUXOP device on the uniform. The seven advanced specialties are:

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AUXSEA: Seamanship
AUXWEA: Weather

Originally, the AUXOP member represented the most highly trained Auxiliarist, and is focused on surface vessel operations. The Boat Crew Qualification program replaced the need for AUXOP and specialty qualifications for participation in surface operations with a comprehensive craftsman approach. A COXSWAIN in the Boat Crew program is a master craftsman. The AUXOP member is the "PhD." Individuals who have completed the AUXOP program are indeed experts in Auxiliary operations. They have little difficulty in completing the requirements of the Boat Crew program, and are well qualified to participate in the public education program.

The Director of Auxiliary controls the examinations for the AUXOP Specialties. All of the examinations are closed-book, with a passing score of 75%.

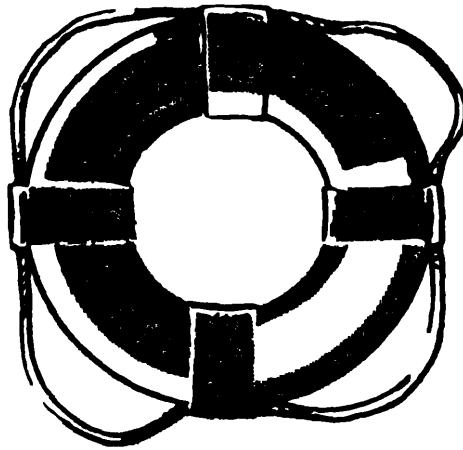
AUXWEA COURSE MAINTENANCE

The AUXWEA course is maintained by the Branch Chief, Weather Branch, BC-TAW, within the Department of Training. Comments on the course materials are welcome and can be provided by sending them to:

Department Chief, Training
c/o U. S. Coast Guard Auxiliary Center
9449 Watson Industrial Park
St. Louis, MO 63126

FOR LOCAL INFORMATION ABOUT AUXWEA OR JOINING THE COAST GUARD AUXILIARY, PLEASE CONTACT:

**IT-MI
AUXILIARY INSTRUCTOR QUALIFICATION**



ABOUT IT-MI

ABOUT IT-MI

IT, Auxiliary Instructor, and MI, Master Instructor, are qualifications within the Coast Guard Auxiliary which allow the member to participate as an instructor in member training and our public education programs. The properly trained and qualified instructor is the heart of the Auxiliary's education effort. Auxiliary instructors impart knowledge and skills that reduce risk to life and limb. Thus the instructor is an important element in the task of increasing boating safety. One does not need a degree in education to become an Auxiliary Instructor. For anyone to teach effectively, the person must know the subject thoroughly, both in theory and practical application, and be skilled in methods of presenting that knowledge. Therefore a certain amount of training is necessary. The properly prepared instructor can effectively transfer specialized knowledge to groups of varying size, age, and widely differing backgrounds. At present, there are two levels of qualification: Instructor (IT), and Master Instructor (MI). Both can teach Auxiliary public education courses and member training sessions. In addition, the MI serves as a prime mentor in qualifying new instructors, improving the skills of current instructors, qualifying new Master Instructors, and assisting in the New Member Program.

The Instructor

Qualification Course

STUDENT TEXT: COMDTPUB P16794.44

INSTRUCTOR GUIDE: COMDTPUB P16794.46

The recommended course structure is five two hour sessions followed by the 72 question examination, which is open book, multiple choice,

- CHAPTER 1 - BEGINNING THE COURSE
- CHAPTER 2 - STUDENT CHARACTERISTICS
- CHAPTER 3 - INSTRUCTOR SKILLS
- CHAPTER 4 - METHODS OF INSTRUCTION
- CHAPTER 5 - LESSON PLANNING
- CHAPTER 6 - TRAINING AIDS
- CHAPTER 7 - CLASSROOM MANAGEMENT
- CHAPTER 8 - COURSE PRESENTATION

HOW TO OBTAIN INSTRUCTOR TRAINING

You must be a member of the United States Coast Guard Auxiliary before you can obtain Instructor training. See any Coast Guard Auxiliarist for information on how to join the United States Coast Guard Auxiliary. Obtaining Instructor training is easy: See your Flotilla Staff Officer for Member Training or Public Education. Training may be given to a group of instructor candidates or one-on-one with a mentor. All new Instructors (IT) will be qualified using the current Instructor Training Course as follows:

1. Candidates to become ITs will be issued both Parts A and B of the current Instructor Qualification Course (IQC), COMDTPUB P16794.44 and COMDTPUB P16794.45. Lesson outline material in Part B serves as guidance and reference for instructors who wish to continue on to become Master Instructors (MIs). Part B is not part of the IT qualification process.
2. For Instructor (IT) qualification, the candidate completes Part A of the current IQC, passes the open book examination, and teaches two classes under a qualified instructor's supervision. The instructor may also be in the same flotilla as the candidate. The first presentation should be of ten to thirty minutes in length, and the second presentation should be of one to two hours in length.
3. The supervising instructor or an elected member signs and dates the completed examination form stating IT qualifications have been met.
4. To become a qualified Master Instructor (MI), a qualified IT is required to complete Part B of the IQC under supervision of a qualified MI or must graduate from a National Master Instructor "C" School.

APPLICABILITY OF INSTRUCTOR QUALIFICATION

vital to the success of a national boating safety effort is an informed and knowledgeable boating public. Education is the best approach to preventing accidents. The Auxiliary's Public Education activities in support of the Coast Guard's Recreational Boating Safety Program focus on: 1) instruction on basic principles of piloting, sailing, seamanship, and boating safety; 2) instruction on laws, regulations and safe practices in operating recreational boats and personal watercraft; 3) promotion of the safe operation of recreational boats and personal watercraft through instruction; 4) cooperation with State and other government authorities to help and advise them on their boating safety education programs; other boating related interest areas, such as marine environmental protection. The properly trained and qualified instructor is the heart of this education effort. The instructor is also the heart of the Auxiliary's member training program.

RETAINING QUALIFICATION

To retain qualification as an IT or MI, an instructor must teach two hours or serve as an assistant instructor for four hours each year, or teach one hour and assist for two hours. Instructors must also attend an approved workshop,, when required.

When any required Instructor workshop is not attended prior to 31 May, requalification will be accomplished by attending the required workshop prior to 30 September. Failure to satisfy annual requirements will require the member to requalify as an Instructor. When the hours for teaching/serving as an assistant instructor have not been met, this process consists of completing IQC Part A.

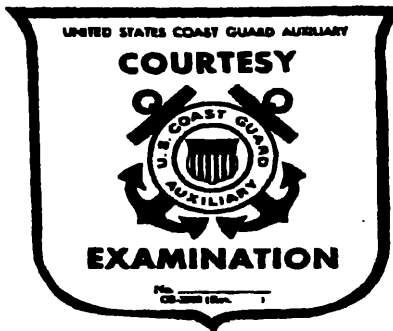
INSTRUCTOR QUALIFICATION COURSE MAINTENANCE

The Instructor Qualification course is maintained by the Branch Chief, Instructor Training Branch, BC-TQI, within the Department of Training. Comments on the course materials are welcome and can be provided by sending them to:

Department Chief, Training
c/o U. S. Coast Guard Auxiliary Center
9449 Watson Industrial Park
St. Louis, MO 63126

FOR LOCAL INFORMATION ABOUT INSTRUCTOR QUALIFICATION OR JOINING THE COAST GUARD AUXILIARY, PLEASE CONTACT:

**VESSEL EXAMINATION
PROGRAM**



**About the
VESSEL EXAMINATION
PROGRAM
and
COURTESY MARINE
EXAMINATIONS**

The **VESSEL EXAMINATION PROGRAM** is one in Which an Auxiliarist qualifies to become a Vessel Examiner for the purpose of performing Courtesy Marine Examinations (CIVIEs).' The Vessel Examiner performs CIVIEs mainly on recreational boats 65 feet in length or less and on certain commercial vessels that are not inspected or certified by the Coast Guard The CME is not a law enforcement action; no official report is made to any law enforcement authority. The CME is performed only with the consent of the owner/operator, who is present at the time of the examination.

WHAT IS A CME?

A **Courtesy Marine Examination (CME)** is an examination given by a qualified Auxiliarist who checks whether or not the vessel being examined meets all of the federal requirements for safety equipment, plus some extra items required by the CME program. And, much more...

The **CME** actively promotes boating safety by using trained Auxiliarists to educate the boater through a direct, face- to-face boating safety information exchange with the owner or operator. The VE provides instruction on equipment to be carried on board and other matters affecting safety, plus, federal and local equipment regulations and CME requirements are explained as well. Information on boating safety classes and the U.S. Coast Guard Auxiliary is also provided.

If all of the requirements are met, a **CME decal** is awarded and affixed to the boat.

The VE COURSE

MANUAL: *AUXILIARY VESSEL EXAMINER*

MANUAL COMDTINST M16796.2 (Series)

STUDENT STUDY GUIDE: *COMDTINST M16796.5 (Series)*

INSTRUCTOR'S GUIDE: *COMDTINST M16796.4 (Series)*

A minimum of fourteen (14) hours (seven 2-hour sessions) of instruction is recommended before scheduling the final examination. The Manual contains eight chapters...

CHAPTER 1. The Courtesy Marine Examination Program

Discusses the purpose, scope, definition, limitations, and procedures for qualification.

CHAPTER 2. Techniques of the CME

Covers the attitude of the VE, educational benefits of the program and how to conduct a CME

CHAPTER 3. The CME Process

Addresses each of the requirements

CHAPTER 4. Auxiliary Facilities

Tells how to exam an Auxiliary facility

CHAPTER 5. Forms and Materials

Lists the forms and materials necessary plus procedures for handling them

CHAPTER 6. Technical Reference Guide

Discusses the procedure for examining each of the requirements and specific items to be aware of.

CHAPTER 7. State Boating Safety Programs

Describes the Vessel Examiner's responsibility

CHAPTER 8. Personal Watercraft Safety Check

Addresses program participation, approaches, exemptions, requirements, state regulations, discussion items, reporting, and hand-out materials.

INDEX

APPENDIX - Contains sample forms

**VESSEL EXAMINATION
PROGRAM**

HOW TO BECOME A QUALIFIED VESSEL EXAMINER

You must first be a member of the United States Coast Guard Auxiliary before qualifying as a **Vessel Examiner**. See any Coast Guard Auxiliarist for information on how to join the United States Coast Guard Auxiliary.

TO OBTAIN THE TRAINING:

See your Flotilla Staff Officer of Member Training (FSO-MT), or the Flotilla Staff Officer for Vessel Examination (FSO-VE).

Training may be given to a group of candidates or one-on-one with a mentor.

1. Candidates to become **Vessel Examiners** must first have passed (or successfully challenged) an approved boating class.
2. For Vessel Examiner qualification, the candidate reads the **Auxiliary Vessel Examiner Manual** and completes the questions in the **Vessel Examiner Qualification Course Student Study Guide**.
3. The Vessel Examiner candidate must pass the seventy-five (75) multiple-choice question, open-book, examination with a score of 90%.
4. The candidate must also satisfactorily conduct a minimum of five CMEs, PWC Safety Checks, or facility inspections under the supervision of a currently qualified Vessel Examiner.

RETAINING QUALIFICATION

A Vessel Examiner may retain qualification by fulfilling the following requirements:

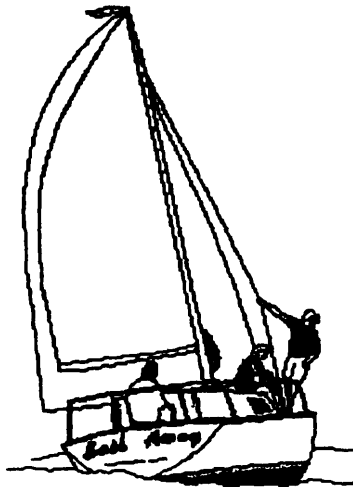
1. Performing at least ten passing or failing CIVIEs, PWC Safety Checks, or passing facility inspections each calendar year.
2. Attending, when required, one Headquarters-approved CME/MDV workshop each calendar year.

VESSEL EXAMINER COURSE MAINTENANCE

The Auxiliary Vessel Examination Qualification Course is maintained by the Branch Chief, Vessel Examination Qualification Training, BC-TQE within the Department of Training. Comments on the course materials are welcome and can be provided by sending them to:

Department Chief, Training
c/o U. S. Coast Guard Auxiliary Center
9449 Watson Industrial Park
St. Louis, MO 63126

FOR LOCAL INFORMATION ABOUT THIS REWARDING PROGRAM, OR JOINING THE UNITED STATES COAST GUARD AUXILIARY, PLEASE CONTACT:



MARINE DEALER VISITATION



About the MARINE DEALER VISITOR PROGRAM

The purpose of the MARINE DEALER VISITATION (MDV) PROGRAM is to promote safe boating for the recreational boating public through the aid of the marine dealer, a primary contact with the novice boater. To accomplish this, Auxiliarists, qualified as Marine Dealer Visitors (MDVs), visit the dealers in their area to inform the dealer of the Coast Guard's Recreational Boating Safety Program and applicable state requirements. Displays are set up with safe boating information.

OBJECTIVES OF THE MDV PROGRAM

1. To establish or enhance working relations between the dealer, the Coast guard, and the Coast Guard Auxiliary.
2. To utilize the dealer as the contact point for making the boating public more aware of Local, State, and Federal boating safety requirements.
3. To provide information regarding Public Education courses, Courtesy Marine Examinations, Auxiliary membership, and to distribute Coast Guard, Coast Guard Auxiliary, and other available boating safety handout materials approved for distribution through the Marine Dealer Visitation Program.

The MDV Course

Materials needed:

MARINE DEALER VISITOR MANUAL

(Manual and Textbook): COMDTINST M167.3 (Series)

AUXILIARY VESSEL EXAMINER MANUAL, COMDTINST M 16796.2 (Series)

The recommended course time is 6 hours, followed by the multiple-choice, 50-question, open-book examination. The MDV manual contains the following:

CHAPTER 1.	General Information on the Marine Dealer Visitation (MDV) Program
	Scope of the MDV Program
	Objectives of the MDV Program
	Benefits to the Dealer
	Benefits to the Public
	Benefits to the Coast Guard and the Auxiliary
	Auxiliary Programs
	Information Available
CHAPTER 2.	Planning and Scheduling
	Identification of Dealers
	Dealer Visits
	Local Coordination
	District/Division Participation
	Selection of Visitors
	Qualifications
	Participation Requirements
	Assignment to Duty
CHAPTER 3.	Procedures, Logistics and Reports
	Procedures
	Materials
	Decals
	Reports
	Certificate of Appreciation
	MDV Display Ideas
CHAPTER 4.	Student Study Guide
	Introduction
	Lesson One
	Lesson Two
	Lesson Three
	Lesson Four
	Lesson Answers
ENCLOSURES	
	Sample MDV Request l.etter
	Sample MDV Designation Letter
	Dealer Identification Coding Sheet
	Marine Dealer Visitation Program Record
	Auxiliary Mission Hour Report
	MDV Certificate

MARINE DEALER VISITATION

HOW TO OBTAIN MDV TRAINING

You must first be a member of the United States Coast Guard Auxiliary before you can train to become a **Marine Dealer Visitor**. See any Coast Guard Auxiliarist for information on how to join the United States Coast Guard Auxiliary.

TO OBTAIN THE TRAINING:

See your Flotilla Staff Officer for Member Training (FSO-MT), Vessel Examination (VE), or Marine Dealer Visitation (MDV).

Training may be given to a group of MDV candidates, one-on-one with a mentor, or as self-study.

1. To become qualified in the MDV Program, the candidate must first have passed (or successfully challenged) an approved boating course.
2. The candidate must be familiar with the **Auxiliary Vessel Examination Manual**.
3. After receiving the **Marine Dealer Visitor Manual**, the candidate completes the MDV course study questions in the manual.
4. For initial qualification, the candidate must pass the open-book exam (50 multiple-choice questions) with a score of 90%.
5. A practical visit must be conducted with a currently qualified Marine Dealer Visitor.

RETAINING QUALIFICATION

To remain a participant in the Marine Dealer Visitor Program, Auxiliarists will be required to actively visit area dealers. To remain qualified, a Marine Dealer Visitor must conduct four (4) visits annually. MD Visitors must also attend an MDV workshop when required. Failure to attend may disqualify the member from participating in the MDV program until the workshop requirement is completed.

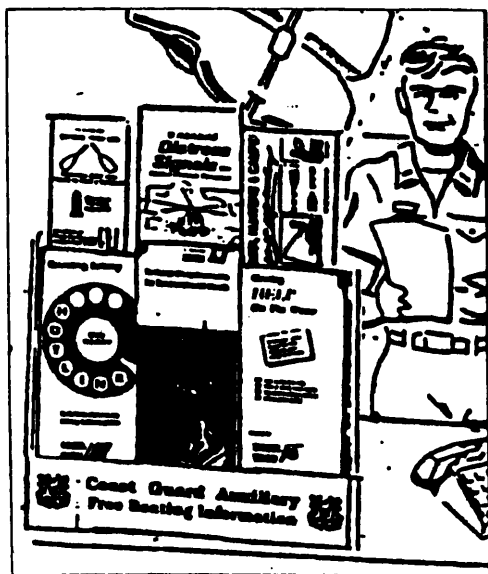
MARINE DEALER VISITATION

PROGRAM MAINTENANCE

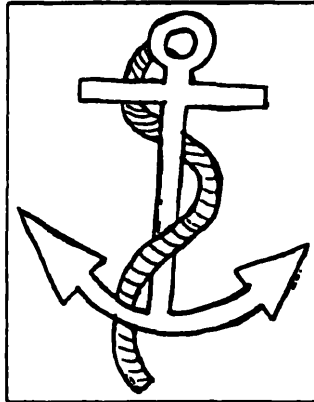
The **Boat Crew Program** is maintained by the Branch Chief; Examiner-Visitor Qualification Training--- BC- TQE, within the Department of Training. Comments on the course materials are welcome, and can be provided by sending them to:

Department Chief, Training
c/o U. S. Coast Guard Auxiliary Center
9449 Watson Industrial Park
St, Louis, MO 63126

FOR LOCAL INFORMATION ABOUT THIS EXCITING, REWARDING PROGRAM, OR JOINING THE COAST GUARD AUXILIARY, PLEASE CONTACT:



BOAT CREW SEAMANSHIP



**About the
Boat Crew
Seamanship
Program**

An Auxiliarist who wishes to participate in authorized Auxiliary surface operations must first have passed or successfully challenged an approved boating course, and then must qualify under the Boat Crew program

Historically, the Boat Crew Seamanship Program

was brought on board to provide a base of skilled boat handlers whose training and experience could be relied upon to supplement the duties of the active duty Coast Guard. It also, incidentally, replaced the "practical" for the Auxiliary Seamanhip Specialty Course. As this training program is becoming closer to that taken by the active duty personnel, it more closely fulfills that objective,

Qualification in the Boat Crew program is on two levels:

- 1) **Crew Member**. Qualification at this level requires only 'minimum knowledge and experience. Attaining this qualification allows the member to serve as a crew member on an Auxiliary boat facility while operating under CG orders.
- 2) **Coxswain**. Qualification at the Coxswain level requires higher skill standards of knowledge and experience. Qualification as a Coxswain allows the member to serve as the operator on an Auxiliary boat facility while operating under Coast Guard orders.

The Boat Crew Seamanship Course

Required: 1) The *Boat Crew Seamanship Manual*,
COMDTINST M16798.27
2) The *Auxiliary Boat Crew Training and
Qualification Guide*
COMDTINST M16798.28

Note: The *Guide* is set up for a
mentor.

The Manual has 22 chapters, covering...

- 1) **Marlinspike Seamanship**
- 2) **Boat Characteristics and Engine Trouble Shooting**
- 3) **Crew Duties and Responsibilities**
- 4) **Safety and Survival Equipment**
- 5) **Efficiency Factors**
This covers factors affecting both the physical and mental performance of crew at sea:
 - Seasickness
 - Fatigue
 - Lethal Fumes
 - Noise
 - Drugs and Alcohol
 - Frostbite
 - Hypothermia
 - Near-Drowning
 - Sunburn
 - Dehydration
 - Heat Rash
 - Heat Cramps
 - Heat Exhaustion
 - Heat Stroke
 - Susceptibility to Heat Problems
- 6) **Boat Handling**
- 7) **Aids to Navigation (ATON)**
- 8) **The Magnetic Compass**
- 9) **Introduction to Piloting**
- 10) **Piloting**
- 11) **Environmental Factors**
Factors affecting a patrol or SAR such as weather
- 12) **Anchoring and Sea Anchors**
- 13) **Man Overboard**
- 14) **Rivers**
- 15) **Basic Towing Techniques**
- 16) **Advanced Towing Techniques**
- 17) **Heavy Weather Operations**
- 18) **Survivor Care**
- 19) **Radio Communication System**
- 20) **Search and Rescue (SAR)**
- 21) **Patrol Types and Tasks**
- 22) **Air Operations**

Enclosure (3) to COMDTINST 16794.2A

BOAT CREW SEAMANSHIP

The Guide provides definitions, sets the tasks to be performed and contains the records which are to be used to document the tasks when proficiency is demonstrated.

HOW TO OBTAIN BOAT CREW TRAINING

You must be a member of the United States Coast Guard Auxiliary before you can obtain **Boat Crew** training. See any Coast Guard Auxiliarist for information on how to join the United States Coast Guard Auxiliary.

Obtaining **Boat Crew** training is easy.

- 1) Take (or challenge) an approved boating course.
- 2) See your Flotilla Staff Officer for Member Training, FSO-MT, or FSO-OPS.
- 3) Order a **Boat Crew Seamanship Manual** and an **Auxiliary Boat Crew Training and Qualification Guide** from your FSO-MA or FC.
- 4) Get a **mentor**, one who not only has the skills that you would like to have, but one who enjoys passing these skills on to someone else.
- 5) Train, demonstrate your proficiency in each task first for your mentor and then for the Qualified Examiner; have them sign off each task on the record provided in the **Guide**, and become a Certified **Crewman**.

Congratulations --- you are now qualified to participate in authorized Auxiliary surface operations. You may now join in crcwin8 on Auxiliary Boat Facilities while operating under Coast Guard orders. You, too, may now join in working long hours for the exciting pay of an Auxiliarist -- the opportunity to help others, perhaps sometimes even to save a life, and, occasionally, you may even find that your hard-won skills and dedication to service are recognized and appreciated.

As a crewman, you will be expected to continue to improve your skills, and many crewmen utilize their opportunities to become certified as Coxswains, enabling them to participate at another level

Team Coordination Training is now required for all operational members -- as it is for the Active Duty Coast Guard.

RETAINING QUALIFICATION

To maintain currency, members must annually perform at least eight hours underway on patrol at the level qualified (i.e., coxswain performs eight hours as operator, and crewman performs eight hours as crew) and required tasks per the Qualification Guide. Members must also attend an **Operations Workshop** when required. Failure to attend the workshop may disqualify a member from participating in the operations program until the workshop is attended.

BOAT CREW PROGRAM MAINTENANCE

The **Boat Crew Program** is maintained by the Branch Chief, Operations Qualification Training-**BC-TQO**, within the Department of Training. Comments on the course materials are welcome, and can be provided by sending them to:

Department Chief, Training
c/o U.S. Coast Guard Auxiliary Center
9449 Watson Industrial Park
St. Louis, MO 63126

FOR LOCAL INFORMATION ABOUT THIS EXCITING, REWARDING PROGRAM, OR JOINING THE COAST GUARD AUXILIARY, PLEASE CONTACT:

2000 INSTRUCTOR WORKSHOP

OUTLINE

- I. INTRODUCTION
- IT QUALIFICATIONS
- MI QUALIFICATIONS
- CRITIQUES
- TRAINING UPDATES
- PE UPDATES
- NEW MEMBER PROCESS
- FLYERS

Enclosure (3) to COMDTINST 16794.2A

II. INSTRUCTOR QUALS

- A. Background
- B. Master Instructor (MI)
- C. Instructor (IT): Process
- D. MI: Process
- E. Waivers
- F. Maintenance
 - 1. How?
 - 2. Why?
 - 3. What else?
- G. Feedback
 - 1. Critiques
 - 2. According to authors...

- III. NEW & REVIEW
 - A. Specialty Courses
 - 1. L&M
 - 2. AUXOP
 - B. Public Education
 - 1. The Need for PE
 - 2. PE Courses
 - 3. Overhead masters
 - 4. *Speed-Grams*
 - 5. Pricing of Courses
 - 6. CEUs

Enclosure (3) to COMDTINST 16794.2A

- IV. NEW MEMBER PROCESS
 - A. Introduction
 - B. Materials Needed
 - 1. Forms
 - 2. Books
 - 3. Prospective Members
 - C. Process